

**CITY OF BELMONT
CITY COUNCIL
AND
BELMONT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**



www.belmont.gov

NOTICE OF SPECIAL MEETING

Tuesday, May 26, 2015

6:30 P.M.

One Twin Pines Lane, City Hall, Third Floor Conference Room
One Twin Pines Lane, Belmont, California

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AGENDA

This Special Meeting is called to consider the items of business listed below.

1. ROLL CALL

2. ITEMS OF BUSINESS

Persons wishing to orally address the Council on the items of business listed below will be given an opportunity to do so before or during the Council's consideration of the item.

A. CLOSED SESSION

- (1) Conference With Labor Negotiators
Agency designated representatives: Greg Scoles
Employee organization: MMCEA and AFSCME, and International Association of Firefighters (IAFF) Local 2400

3. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. The speech and hearing-impaired may call (650)637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

**CITY OF BELMONT
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AND
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BOARD OF DIRECTORS**



www.belmont.gov

REGULAR MEETING AGENDA

Tuesday, May 26, 2015

7:00 p.m.

City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California
and Courtyard Columbia, 3301 LeMone Industrial Blvd,
Columbia, MO 65201-- Councilmember Lieberman
"

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **REPORT FROM CLOSED SESSION**
4. **SPECIAL PRESENTATIONS**
 - A. **Proclamation Honoring Retiring Fire Chief Mike Keefe**
 - B. **Proclamation Recognizing Carlmont High School's "Students Offering Support" (SOS) Program**
 - C. **Presentation from Mid-Peninsula Water District Regarding Water Conservation**
5. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

This portion of the meeting is reserved for persons wishing to address the Council on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to 15 minutes, with a maximum of 3 minutes per speaker. Speakers who requested but did not receive an opportunity to speak during this initial comment period will be given an opportunity to address the Council later in the agenda. State law prohibits the Council from acting on non-agenda items.
6. **COUNCILMEMBER ANNOUNCEMENTS**
7. **CONSENT CALENDAR**

Consent Calendar items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember or staff request specific items to be removed for separate action. The City Attorney will read the title of ordinances to be adopted.

 - A. **Monthly Financial Reports**

Recommendation: Motion to Receive Monthly Financial Reports

Attachments(s):

Monthly Financial Reports - April

B. Agreement for Bond and Disclosure Counsel Services

Recommendation: Adopt a resolution authorizing the City Manager to execute a Service Agreement with Stradling Yocca Carlson & Rauth to perform services for the City of Belmont as Bond and Disclosure Counsel

Attachments(s):

Staff Report
Resolution

C. Agreement for Financial Advisory Services

Recommendation: Adopt a resolution authorizing the City Manager to execute a Service Agreement with Public Financial Management (PFM) to perform services for the City of Belmont as financial advisor

Attachments(s):

Staff Report
Resolution

D. State and Federal Funding Agreement for the Belmont Village Specific/Implementation Plan Project

Recommendation: Adopt a resolution authorizing the City Manager to sign all documents necessary for the execution of Program Supplement to Agency-State Agreement for Federal-Aid Project No. 04-5268R, as related to the Belmont Village Specific/Implementation Plan Project

Attachments(s):

Staff Report
Resolution

E. Text Amendments to the Belmont Zoning and Tree Ordinances (Second Reading)

Recommendation: Adopt ordinances amending sections of the Belmont Zoning Ordinance (“BZO”) governing residential districts (Section 4), single family design review (Section 13A), parking (Section 8), secondary dwelling units (Section 24), associated definitions (Section 2), and general development regulations (Section 9); and the Tree Ordinance (City Code Chapter 25)

Attachments(s):

Staff Report
Ordinances
May 12, 2015 Staff Report (w/o attachments)

F. 2015 Sewer Rehabilitation Project

Recommendation: Adopt a resolution approving plans and specifications,

authorizing advertisement for sealed bids, authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$1.8 million and approving a ten percent construction contingency for the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534

Attachments(s):

Staff Report
Resolution

G. Task Order for On-Call Construction Engineering and Inspection Services for 2015 Sewer Rehabilitation Project

Recommendation: Adopt a resolution authorizing the City Manager to execute a task order with Ghirardelli Associates for construction engineering and inspection services in an amount of \$178,187 and a 10% contingency for the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534

Attachments(s):

Staff Report
Resolution

8. PUBLIC HEARINGS (None)

9. OTHER BUSINESS

A. Introduce Fiscal Year 2016 Budget

Recommendation: No action is required at this time. The Council may give direction to staff regarding the Proposed FY 2016 Budget. A public hearing has been set for June 9th to consider adopting the budget

Attachment(s):

Staff Report
Presentation - FY 2016 Proposed Budget Introduction
FY 2016 Budget Brief

10. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

B. Verbal report from City Manager

11. CONTINUATION OF PUBLIC COMMENTS (if necessary)

This point in the agenda is reserved for speakers who could not be accommodated in the initial public comment period.

12. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

13. ADJOURNMENT



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Regular meetings televised on Comcast Channel 27, and web streamed via City's website at www.belmont.gov

2015

City of Belmont, Monthly Financial Report April 30, 2015

This Month's Highlights



Performance at a Glance

This report measures General Fund balance trends and year-to-date budget to actual results.

Indicator

Monthly Status



General Fund Balance growing



Some funds experiencing cyclical deficits



Long-term infrastructure unfunded



Fund Recap at a Glance

This report lists all year-to-date revenue and expenditure activity by fund.

Funds Experiencing Notable Year Over Year Change

Increasing Fund Balance

General Fund

Sewer Collection System

Successor Agency

Decreasing Fund Balance

Sewer Treatment System

Storm Drainage

Fleet & Equipment Management



Budget Variance Report

This report compares budget to actual results for each major revenue source and expenditure function.

Management Discussion & Analysis

Refer to this section to learn more about cyclical revenue and expenditure transactions causing interim budget variances.

Tax Trends

Transient Occupancy Tax trending upwards.



Cash Disbursement and Purchase Order Activity Report

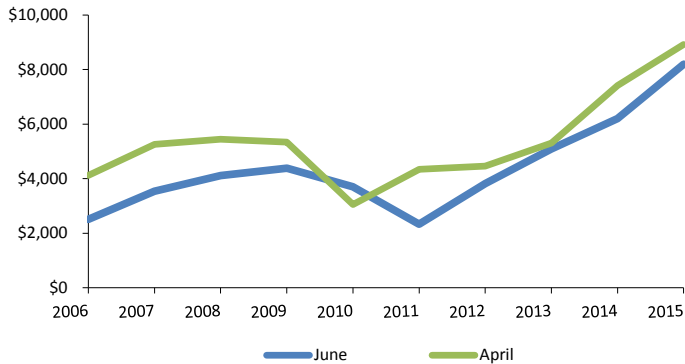
This report lists the disbursements and purchase orders issued for the amount equal to and above \$5,000.

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to the Finance Director or for additional information regarding the City's financial activities, including past award winning CAFRs, transparency efforts and best practices please visit the City at www.belmont.gov.

City of Belmont
Performance at a Glance
Results for the Period Ended April 30, 2015
(000's)



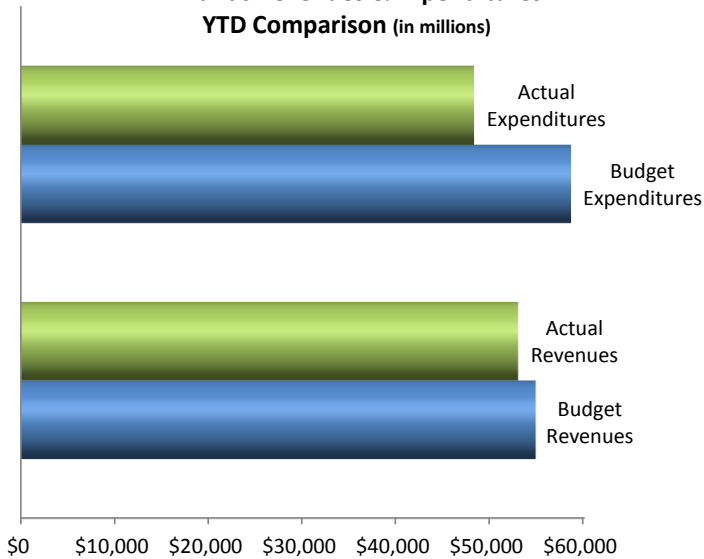
General Fund Balance Trend



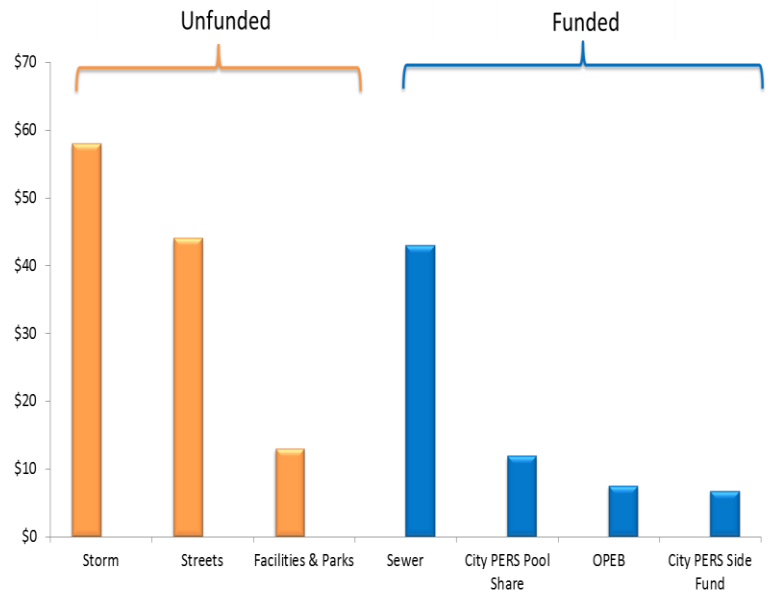
General Fund Balance Trends

6/30/2005	\$2,507	Audited
6/30/2006	\$3,544	Audited
6/30/2007	\$4,112	Audited
6/30/2008	\$4,388	Audited
6/30/2009	\$3,704	Audited
6/30/2010	\$2,329	Audited
6/30/2011	\$3,818	Audited
6/30/2012	\$5,085	Audited
6/30/2013	\$6,200	Audited
6/30/2014	\$8,204	Audited
4/30/2015	\$8,926	Unaudited

**All Funds Revenues & Expenditures
YTD Comparison (in millions)**



Capital and Retirement Obligations (in millions)



General Fund

Through April, the General Fund balance has increased by \$0.7 million to \$8.9 million over the prior fiscal year end. In April, General Fund year-to-date (YTD) revenues of \$16.5 million are at 99% of the YTD budget. General Fund YTD expenditures of \$15.83 million are at 96% of the YTD budget.

Fund Balance - YTD Fund Deficits

As shown in the chart of Fund Recap at a Glance on page 3, the Supplemental Law Enforcement Fund and the Street Maintenance Fund have deficits that are expected to be eliminated in a future period. The RDA Retirement Obligation Fund (Successor Agency) Trust Fund reflects a deficit of \$7.3 million that due to the nature of the fund type, the entire outstanding debt balance is recorded and there are insufficient assets currently available to offset the liability; however, future receipts, both near and long-term, from the County Redevelopment Property Tax Trust Fund are expected to repay the bonds.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended April 30, 2015
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/14 (1)	Revenues				Expenditures				CY YTD	PY YTD
			YTD Budget	YTD Actual (2)	Variance %	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance %	PY YTD Actual	Fund Balance 04/30/15 (1)+(2)-(3)	Fund Balance 04/30/14
GENERAL FUND												
101	General	\$8,204	\$16,637	\$16,496	99%	\$15,199	\$16,460	\$15,774	96%	\$13,985	\$ 8,926	\$ 7,415
SPECIAL REVENUE FUNDS												
205	Recreation	0	1,869	1,891	101%	1,744	1,879	1,845	98%	1,713	46	31
206	Library Maintenance/Operation	953	248	269	108%	268	275	242	88%	286	979	973
207	Athletic Field Maintenance	156	80	70	87%	68	77	37	48%	54	189	132
208	City Tree	311	99	145	146%	94	54	28	52%	5	428	321
210	Development Services	0	2,150	2,221	103%	1,995	2,285	2,049	90%	1,787	172	209
212	General Plan	99	950	500	53%	56	1,043	253	24%	33	346	86
223	Fire Protection District	4,167	7,848	8,504	108%	7,866	8,075	7,883	98%	7,769	4,788	4,519
225	Police Grants and Donations	5	1	2	301%	1	2	1	50%	3	6	5
227	Supplemental Law Enforcement	0	117	100	86%	93	117	120	103%	100	(20)	(6)
231	Street Maintenance	0	1,625	1,183	73%	1,108	1,659	1,406	85%	1,316	(223)	(208)
234	Street Improvements	1,540	1,950	913	47%	987	3,092	1,285	42%	1,231	1,168	1,171
275	Affordable Housing Successor	4,002	176	139	79%	94	202	146	72%	118	3,995	32
Total Special Revenue		11,233	17,112	15,935	93%	14,375	18,761	15,295	82%	14,413	11,873	7,265
CAPITAL PROJECT FUNDS												
308	General Facilities	536	0	0	N/A	242	48	16	33%	111	520	505
310	Emergency Repair	333	556	556	100%	0	113	4	3%	0	885	333
312	Comcast PEG Program	351	0	0	81%	0	15	0	0%	15	351	351
341	Planned Park	314	278	286	N/A	9	301	29	10%	57	572	315
343	San Juan Canyon Open Space	344	0	0	146%	1,937	55	37	68%	34	307	353
704	Special Assessment Districts	296	0	0	N/A	4	0	0	N/A	0	296	296
Total Capital Projects		2,175	835	843	101%	2,193	532	85	16%	218	2,932	2,152
DEBT SERVICE & OTHER FUNDS												
406	Library Bond Debt Service	308	551	595	108%	595	563	674	120%	671	229	246
501-505	Sewer Collection System	9,641	7,388	7,905	107%	7,371	11,164	7,636	68%	6,875	9,910	8,600
507	Sewer Treatment System	6,866	2,596	2,799	108%	2,799	490	423	86%	430	9,241	14,890
525	Storm Drainage Enterprise	4,055	1,676	1,615	96%	1,411	1,672	1,389	83%	962	4,281	4,674
530	Solid Waste Management	622	424	409	96%	708	392	257	65%	496	774	426
570	Worker's Compensation	84	906	891	98%	661	694	739	106%	759	237	(64)
571	Liability Insurance	102	370	373	101%	252	355	408	115%	376	68	339
572	Self Funded Vision	0	27	26	96%	27	27	8	29%	12	18	15
573	Fleet & Equipment Management	2,117	2,101	2,067	98%	1,508	3,075	2,318	75%	1,738	1,867	2,147
574	Facilities Management	0	1,363	1,361	100%	1,237	1,410	1,251	89%	1,154	110	83
575	Benefit Stabilization	0	754	714	95%	659	678	608	90%	667	106	49
576	BFPD-Benefit Stabilization	4	177	177	100%	174	176	123	70%	110	59	64
710	Net Six	348	140	169	120%	199	365	169	46%	136	347	442
775	RDA Retirement Obligation Fund (Successor Agency)	(6,754)	1,810	607	34%	689	1,795	1,168	65%	2,061	(7,315)	(9,291)
Total Debt & Other		17,393	20,284	19,709	97%	18,292	22,856	17,171	75%	16,446	19,931	22,620
Total All Funds		\$39,005	\$54,867	\$52,982	97%	\$50,059	\$58,608	\$48,326	82%	\$45,062	\$ 43,661	\$39,451

City of Belmont
Budget Variance Report
General Fund / All Other Funds
for the Period Ended April 30, 2015
(000's)



	General Fund						All Other Funds					
	Year to Date (YTD)			%			Year to Date (YTD)			%		
	Budget	Actual	Variance				Budget	Actual	Variance			
REVENUES												
Taxes	\$ 11,646	\$ 11,337	\$ (309)	97	a	\$ 13,975	\$ 10,474	\$ 10,279	\$ 9,335	\$ (944)	91	a
<i>Property Taxes</i>	5,954	6,687	734	112		7,145	6,093	8,890	7,940	(950)	89	
<i>Sales Taxes</i>	1,891	1,495	(396)	79		2,269	1,364	590	533	(58)	90	
<i>Other Taxes</i>	3,801	3,155	(646)	83		4,561	3,018	798	863	64	108	
Licenses and permits	762	799	38	105		914	801	737	787	51	107	
Intergovernmental	258	275	17	107		310	246	2,545	963	(1,582)	38	b
Charge for services	3,474	3,509	35	101		4,169	3,219	20,124	20,601	477	102	
Fines and forfeits	191	163	(29)	85		229	160	-	-	-	-	
Use of money and property	266	361	94	135		320	239	444	458	14	103	
Miscellaneous	39	52	13			47	55	682	1,132	450	166	
Other financing sources	-	-	-			-	-	36	6	(30)	17	
Operating transfers in	-	-	-			-	-	3,383	3,203	(180)	95	
Total Revenues	\$ 16,637	\$ 16,496	\$ (141)	99		\$ 19,964	\$ 15,195	\$ 38,230	\$ 36,487	\$ (1,744)	95	
EXPENDITURES												
General government	4,105	3,804	301	93		4,926	3,316	4,844	4,080	764	84	
Public safety	8,784	8,648	135	98		10,540	8,015	8,735	8,296	439	95	
Streets and utilities	-	-	-			-	-	17,605	11,403	6,202	65	
Culture and recreation	1,564	1,455	109	93		1,876	1,303	4,183	3,555	628	85	
Urban redevelopment	-	-	-			-	-	4,883	3,208	1,675	66	
Debt service	-	-	-			-	-	563	674	(111)	120	c
Operating transfer out	2,007	1,867	140	93		2,408	1,319	1,336	1,336	0	100	
Total Expenditures	\$ 16,460	\$ 15,774	\$ 686	96		\$ 19,751	\$ 13,953	\$ 42,149	\$ 32,552	\$ 9,596	77	
EXCESS OF REVENUES OVER (UNDER)												
EXPENDITURES	\$ 177	\$ 722	\$ 545			\$ 212	\$ 1,242	\$ (3,918)	\$ 3,934	\$ 7,853		
											\$ (4,702)	\$ 3,982

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

General Fund:

a) Taxes – The majority of Sales Tax and Transient Occupancy Taxes received in July are related to June activities, which are subject to accounting adjustment. The budget variance is expected to be correct by year-end.

Other Funds:

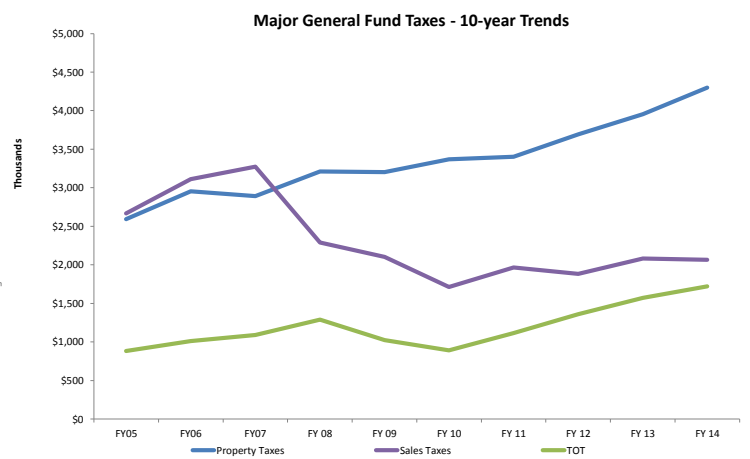
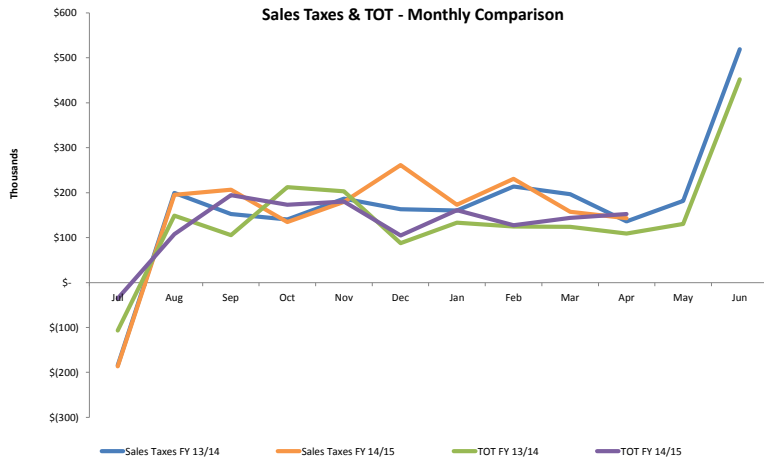
Revenues-

b) Intergovernmental – The County Road Fund Contribution of \$0.3 million is received annually towards the end of the fiscal year. Federal and State grants of \$1.2 million will be received once the related Street Improvement projects occur. Other revenues are expected to be received in future periods.

Expenditures-

c) Debt service – The semi-annual bond payments for the Library CFD Bonds were paid in July and January, which includes the annual principal payment.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended April 30, 2015



Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
BAMACOR, INC.	CUSTODIAL SERVICES & SUPPLIES-VARIOUS SITES	4/10/2015	EFT2100	\$8,474.46
BELMONT FIRE EMPLOYEES	DIRECT DEPOSIT 4/15/15	4/15/2015	2859	\$125,627.71
BELMONT FIRE EMPLOYEES	DIRECT DEPOSIT 4/30/15	4/30/2015	2885	\$95,331.08
BELMONT REDWOOD SHORES SCHOOL	6TH GRADE BASKETBALL	4/17/2015	1070290	\$11,935.00
BELMONT SAN CARLOS FIRE DEPT	APR-JUN MEMBER CONTRIBUTION	4/10/2015	EFT2102	\$18,603.00
CALPERS	GASB 68 VALUATIONS	4/8/2015	2854	\$7,650.00
CALPERS	CITY PERS CONTRIBUTION 3/31/15	4/21/2015	2861	\$135,167.12
CALPERS	BFPD 457 CONTRIBUTION 3/31/15	4/21/2015	2864	\$5,160.33
CALPERS	BFPD PERS CONTRIBUTION 3/31/15	4/21/2015	2865	\$31,141.24
CALPERS	CITY PERS CONTRIBUTION 4/15/15	4/23/2015	2869	\$134,380.16
CALPERS	BFPD PERS CONTRIBUTION 4/15/15	4/23/2015	2870	\$46,546.02
CALPERS	BFPD 457 CONTRIBUTION 4/15/15	4/23/2015	2871	\$5,160.33
CIGNA	CITY & BFPD LIFE INSURANCE APRIL	4/22/2015	2866	\$6,071.19
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 4/15/15	4/15/2015	2321	\$350,323.02
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 4/30/15	4/30/2015	2356	\$345,018.06
COLANTUONO, HIGHSMITH & WHATLE	LEGAL SERVICES	4/24/2015	1070357	\$9,130.00
COTTON, SHIRES & ASSO., INC.	PROFESSIONAL SERVICES-GEOTECHNICAL	4/24/2015	1070358	\$10,223.53
CSG CONSULTANTS, INC.	PROFESSIONAL SERVICES-GENERAL PLAN	4/10/2015	EFT2106	\$17,543.75
CSG CONSULTANTS, INC.	PROFESSIONAL SERVICES-GENERAL PLAN	4/24/2015	EFT2230	\$19,425.00
DYETT & BHATIA	PROFESSIONAL SERVICES-GENERAL PLAN	4/10/2015	EFT2109	\$46,871.81
DYETT & BHATIA	PROFESSIONAL SERVICES-GENERAL PLAN	4/24/2015	EFT2239	\$17,570.68
ELROD, DIANA	HOUSING ELEMENT CONSULT SRVC	4/3/2015	EFT2061	\$6,416.25
FOLGER GRAPHICS	PRINTING SUMMER RECREATION GUIDE	4/24/2015	EFT2244	\$8,953.56
GOLDFARB & LIPMAN	LEGAL SERVICES	4/3/2015	1070214	\$5,358.60
HDR ENGINEERING INC	PROFESSIONAL SERVICES-SOLID WASTE RATES	4/3/2015	EFT2063	\$9,499.30
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	4/3/2015	EFT2067	\$38,664.72
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	4/17/2015	EFT2163	\$37,826.39
IEDA, INC.	LABOR CONSULTING 4-6/15	4/17/2015	1070309	\$5,187.50
MAZE & ASSOCIATES	AUDIT SERVICES	4/3/2015	EFT2075	\$33,910.00
METROPOLITAN PLANNING GROUP	PROFESSIONAL SERVICES-490 EL CAMINO REAL	4/24/2015	EFT2276	\$25,183.00
MID-PENINSULA WATER DISTRICT	WATER-VARIOUS SITES	4/10/2015	1070265	\$6,921.71
MOORE, IACOFANO, GOLTSMAN, INC	EIR FOR 6-8 AND 10 DAVIS DR CRYSTAL SPRINGS	4/24/2015	1070370	\$31,737.94
MORPHOTRUST USA	LIVESCAN MAINT. ANNUAL FEE	4/10/2015	1070266	\$5,700.00
NASH, TERI	INSTRUCTOR PAYMENT	4/24/2015	EFT2280	\$22,442.50
PBIA	CITY DENTAL AND VISION PREMIUMS APRIL	4/17/2015	EFT2172	\$20,018.97
PETERSON TRUCKS, INC.	FIRE ENGINE 15 REPAIRS	4/10/2015	1070269	\$6,054.59
PG&E	GAS & ELECTRICITY-VARIOUS SITES	4/24/2015	EFT2288	\$5,344.76
RCC CONSULTANTS, INC.	PROFESSIONAL SERVICES-VARIOUS SITES	4/24/2015	1070374	\$14,935.00
SAN MATEO COUNTY CONTROLLER	JAN-MAR 2015 PARKING CITATIONS	4/17/2015	1070329	\$10,580.00
SAN MATEO, CITY OF	FIRE MGMNT. SERVICE AGREEMENT	4/17/2015	1070333	\$47,050.00
SILICON VALLEY CLEAN WATER	MAY 2015 CONTRIBUTION	4/10/2015	EFT2130	\$227,425.66
STAR VISTA	FIRST CHANCE JAN-JUN 2015	4/24/2015	1070383	\$15,098.00
STEPFORD	ANNUAL NETMOTION SUBSCRIPTION	4/17/2015	EFT2207	\$7,756.25
TELECOMMUNICATIONS ENG. ASSOC.	BASE STATION RADIO MAINTENANCE	4/24/2015	1070384	\$9,507.00
U.S. DEPARTMENT OF TREASURY &	CITY TAXES 3/31/15	4/2/2015	2887	\$106,640.87
U.S. DEPARTMENT OF TREASURY &	BFPD PAYROLL TAXES 3/31/15	4/2/2015	2888	\$29,225.80
FRANCHISE TAX BOARD				
U.S. DEPARTMENT OF TREASURY &	CITY PAYROLL TAXES 4/15/15	4/17/2015	2889	\$110,026.14
FRANCHISE TAX BOARD				

City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended April 30, 2015



Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD PAYROLL TAXES 4/15/15	4/17/2015	2890	\$47,189.27
VALLEY OIL COMPANY	UNLEADED FUEL-VARIOUS DEPARTMENTS	4/17/2015	EFT2210	\$7,607.14
VALLEY OIL COMPANY	UNLEADED FUEL-VARIOUS DEPARTMENTS	4/24/2015	EFT2324	\$6,567.51
VISION INTERNET PROVIDERS, INC	ANNUAL FEE	4/10/2015	1070281	\$6,180.00
Total Disbursements in Excess of \$5,000				\$2,362,361.92
Total Count				51

Purchase Order Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
VALLEY OIL COMPANY	OPEN PO - FUEL	4/2/2015	15 03631	\$44,500.00
CSG CONSULTANTS, INC.	PROJ MANAGEMENT SRVC FOR BELMONT VILLAGE & GENERAL PLAN	4/9/2015	15 03632	\$104,737.50
METROPOLITAN PLANNING GROUP	PROFESSIONAL SERVICES-490 EL CAMINO REAL	4/17/2015	15 03635	\$52,013.00
MOORE, IACOFANO, GOLTSMAN, INC	EIR FOR 6-8 AND 10 DAVIS DR CRYSTAL SPRINGS	4/21/2015	15 03636	\$164,960.00
BRENT COTTONG & ASSOCIATES	UPLAND SCHOOL			
CAUSEY CONSULTING	PROFESSIONAL SERVICES-DAVEY GLEN PARK PROJECT	4/21/2015	15 03637	\$40,000.00
BKF ENGINEERS	SEWER SYS MANAGEMENT PLAN UPDATE	4/21/2015	15 03638	\$21,659.00
JOHN CAHALAN	PREPARE STANDARD DRAWINGS	4/24/2015	15 03639	\$35,000.00
LAMPHIER-GREGORY	ALEXANDER PARK RESTROOM DESIGN PROJECT	4/24/2015	15 03640	\$18,000.00
	PREP OF ENVIRO STUDY FOR CLEAR CHANNEL	4/24/2015	15 03641	\$6,971.44
	BILLBOARD PROJ			
ENVIRONMENTAL SCIENCE ASSOCIAT	PREP OF ENVIRO STUDY FOR PROPOSED MARRIOTT @ SHOREWAY	4/27/2015	15 03642	\$80,880.00
Total Purchase Orders Issued in Excess of \$5,000				\$568,720.94
Total Count				10

CITY OF BELMONT TREASURER'S REPORT April-15



Agency Receipts and Disbursements Summary

	Beginning Balance		Receipts		Disbursements		Ending Balance
	April 1, 2015						April 30, 2015
City of Belmont	\$	20,824,740.93	\$	8,369,763.29	\$	(2,004,626.68)	\$ 27,189,877.54
Belmont Fire Protection District		3,131,768.76		2,444,539.39		(662,168.59)	4,914,139.56
Fire Net 6 Communications JPA		325,792.17		42,113.50		(18,760.96)	349,144.71
Successor Agency of the RDA		431,681.67		-		(33,696.98)	397,984.69
Total	\$	24,713,983.53	\$	10,856,416.18	\$	(2,719,253.21)	\$ 32,851,146.50

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont, Belmont Fire Protection District, Fire Net 6 & Successor Agency of RDA	\$	890,093.44	\$	31,961,053.06	\$ 32,851,146.50

I certify that this report accurately reflects all investments of City of Belmont, Belmont Fire Protection District, Net Six, and Successor Agency, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

John Violet
City Treasurer

CITY OF BELMONT TREASURER'S REPORT April-15

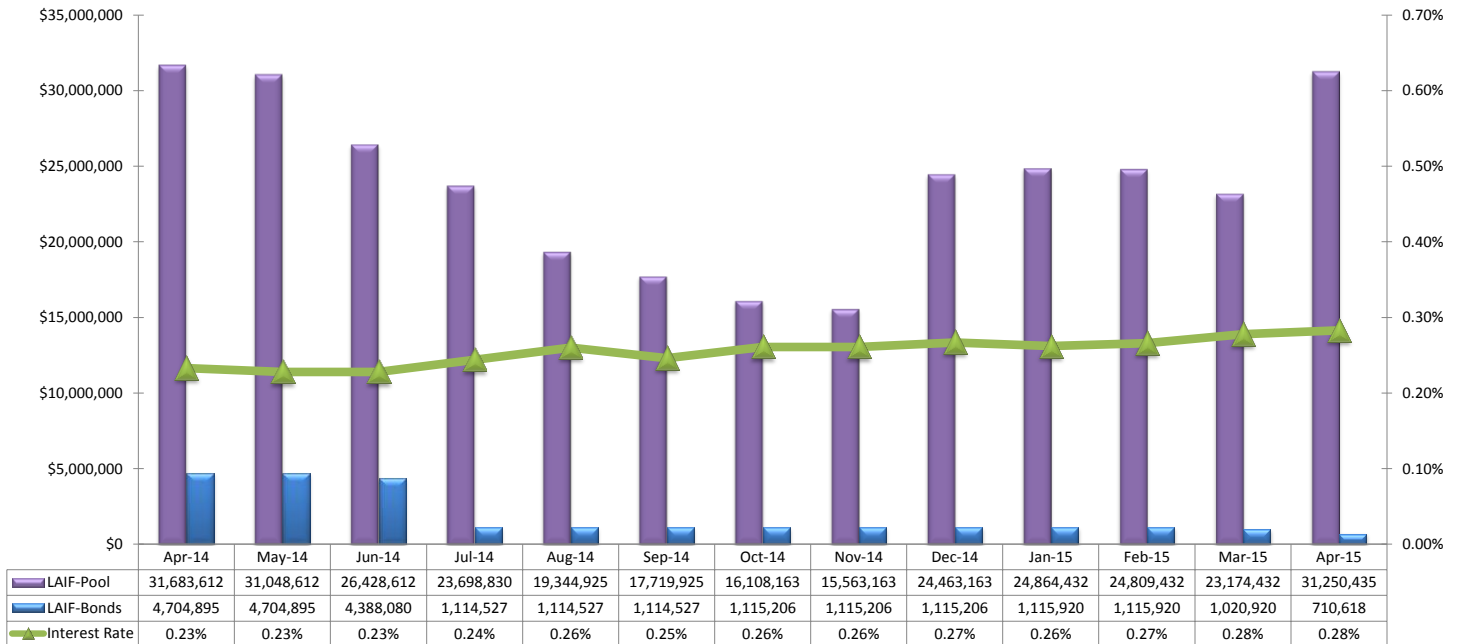


Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo	Daily	\$ 890,093.44	\$ 890,093.44					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	31,250,434.68	31,262,426.35	7,369.89		90 days	0.283%	LAIF	LAIF
L.A.I.F.-BONDS*	State of California	Daily	710,618.38	710,891.06	167.59		90 days	0.283%	LAIF	LAIF
Total			\$ 32,851,146.50	\$ 32,863,410.85	\$ 7,537.48					

*L.A.I.F.-Sewer Bond account was opened 3/06.

City of Belmont Investment Portfolio Trends





Meeting Date: May 26, 2015

STAFF REPORT

Agency: City of Belmont
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435, tfil@belmont.gov
Agenda Title: Agreement for Bond and Disclosure Counsel Services
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a Service Agreement with Stradling Yocca Carlson & Rauth to perform services for the City of Belmont as Bond and Disclosure Counsel.

Background

From time to time, the City has need of specialized legal counsel to assist with bond issuance and disclosure matters. The City is seeking such counsel as it contemplates issuing debt in the near future.

Stradling Yocca Carlson & Rauth (SYCR) has served in this capacity in the past and performed well.

Analysis

Staff requests that the City Council authorize the procurement of such legal services, on an as needed basis, from SYCR at the rates set forth in Exhibit A to the proposed resolution accompanying this report, and contingent upon the availability of existing funds.

The role and function of bond and disclosure counsel typically includes:

- Drafting bond resolution, indenture, loan agreement and/or other bond financing documents;
- Reviewing applicable law to confirm the issuer's authority to issue the bonds and its conformity with other legal requirements;
- Affirming issuer's authorization of the bond offering;
- Disclosing and examines litigation that may jeopardize the validity of the bond issue;
- Interpreting arbitrage regulations and tax law;
- Attesting to the validity and enforceability of the bonds;
- Providing guidance in structuring issues related to tax law;
- Confirming tax-exempt status;
- Drafting tax certificate; and
- Providing advice on issuer disclosure obligations and preparing the official statement and/or continuing disclosure agreement.

There is a companion report recommending the engagement of Public Financial Management (PFM) as financial advisor in connection with the same future bond issues.

Alternatives

1. Deny the requested authority.
2. Continue the item for further discussion.

Attachments

A. Implementing Resolution

Fiscal Impact

☐ No Impact/Not Applicable

☒ Funding Source Confirmed: Bond and disclosure counsel services are a component of what is called “bond issuance cost”. Payment of these bond issuance costs, ranging from \$40 - \$80 thousand per issuance, is typically contingent upon the issuance of the bonds and is routinely paid from bond proceeds. As a result, they generally will not have a direct financial impact on the City’s fund balance reserves or require the use of revenues earmarked for other services.

More precisely, the fees are set under the following formula, by bond size:

- \$10,000,000 or less = \$40,000
- \$10,000,001 to \$20,000,000 = \$40,000, plus .1 of 1% of the excess over \$10,000,000
- \$20,000,001 or more = \$60,000, plus .05 of 1% of the excess over \$20,000,000

For other matters, fees range from \$120 – \$550 per hour, the authorization is limited to the amount of available funds appropriated within the fiscal year budget for that purpose.

The timing of debt issues is predicated on many factors and, as a consequence, the fiscal year budget as originally adopted, may need to be amended to reflect a particular bond issuance. If not originally appropriated in the fiscal year budget, staff will request an amendment contemporaneous with the approval of the debt issue to provide appropriation authority for this purpose.

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other

RESOLUTION NO. 2015-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH STRADLING Yocca CARLSON & RAUTH TO PERFORM SERVICES AS BOND AND DISCLOSURE COUNSEL

WHEREAS, from time to time the City has need of legal services related to bond and disclosure matters; and,

WHEREAS, the law firm Stradling Yocca Carlson & Rauth (SYCR) has demonstrated expertise in this field; and,

WHEREAS, legal services rendered in the process of issuing a bond are a component of bond issuance costs and are typically contingent upon the issuance of the bonds, routinely paid from bond proceeds, and generally will not have a direct financial impact on the City's fund balance reserves or require the use of revenues earmarked for other services; and,

WHEREAS, the timing of debt issues is predicated on many factors. As a consequence, the fiscal year budget as originally adopted may need to be amended to reflect a particular bond issuance and provide appropriation authority for this purpose; and,

WHEREAS, for other matters, the authorization granted herein for procurement of legal services is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement purchasing bond and disclosure counsel services from Stradling Yocca Carlson & Rauth at the rates set forth in Exhibit A, on a form approved by the City Attorney. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED May 26, 2015, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

STRADLING Yocca CARLSON & RAUTH

NEWPORT BEACH OFFICE
(949) 725-4000

A PROFESSIONAL CORPORATION

SAN DIEGO OFFICE
(858)-720-2150

ATTORNEYS AT LAW

SACRAMENTO OFFICE
(916) 449-2350

44 MONTGOMERY STREET, SUITE 4200

SANTA BARBARA OFFICE
(805) 564-0065

SAN FRANCISCO, CA 94104

TELEPHONE (415) 283-2240

SANTA MONICA OFFICE
(424) 214-7000

RENO OFFICE
(775) 393-1950

FACSIMILE (415) 283-2255

EXHIBIT A FEES

Stradling Yocca Carlson & Rauth typically charges a fee for each issue based upon the total principal amount of each issue of the bonds authorized and sold. We would compute such fees in accordance with the following schedule:

<i>Total Principal Amount of Bonds Sold</i>	<i>Fee for each Issue</i>
\$10,000,000 or less	\$40,000
\$10,000,001 to \$20,000,000	\$40,000, plus .1 of 1% of the excess over \$10,000,000
\$20,000,001 or more	\$60,000, plus .05 of 1% of the excess over \$20,000,000

On many financings on which we act as bond counsel, we also serve as disclosure counsel, for an additional fee of \$25,000 to \$35,000 per series of bonds depending upon the nature of the financing. We prefer to perform both functions and would be prepared to discuss this with the City.

The fees referenced above would apply to any bonds issued within three years from the date the Firm is retained. We would request an opportunity to meet with the City to discuss adjustments to the schedule for bonds issued beyond three years, as justified by reason of increased cost to the Firm and the then-prevailing fees for bond counsel services for the applicable obligations.

In the event the Firm is requested to perform special services outside the scope of normal bond counsel or disclosure counsel services—which would include formation of a special assessment district or community facilities district—or services following the issuance of a series of bonds, we would propose to be compensated at the hourly rate of \$550 for shareholders, \$275 for associates and \$120 for paralegals. These rates are reductions from the Firm's "Design Rates" for these attorneys. Time is charged in increments of one-tenth of an hour. Such fees would be billed monthly and would not be contingent upon the successful issuance of bonds.

In addition to the fees set forth above, we would propose to be reimbursed for the actual cost of any out-of-pocket expenses reasonably incurred by the Firm in the course of its employment, such as document reproduction, telecommunications charges, printing costs, filing fees, long-distance telephone calls, messenger services, overnight delivery services, travel and similar items of expense. We would agree to cap expenses at \$4,000 for each series of bonds, unless the City agreed, in advance, to a higher figure due to extraordinary circumstances.



STAFF REPORT

Agency: City of Belmont
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435, tfil@belmont.gov
Agenda Title: Agreement for Financial Advisory Services
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a Service Agreement with Public Financial Management (PFM) to perform services for the City of Belmont as financial advisor.

Background

From time to time, the City requires expert advice with debt issuance, long term financial planning and related financial advisory services that require a high degree of technical skill and specialized knowledge.

In the past, Tim Schaefer, Magis Advisors, served the City in this capacity for many years. Recently, Mr. Schaefer accepted a position with John Cheung, State Treasurer, and now serves as the State's Deputy Treasurer. As a result, the City performed an exhaustive review of financial advisors and engaged Sohail Bengali, Stifel, Nicolaus & Company ("Stifel"), to perform that role. However, shortly after initiating the engagement, Stifel's management decided to discontinue their financial advisory practice so they could refocus their firm's efforts on their underwriting and investment clients. As a consequence, the City is now without a financial advisor.

Analysis

In response to the notice from Stifel, the City Treasurer and Finance Director, serving as the selection team, revisited the prior review work of financial advisory firms that was recently completed. Based on interviews and reference checks, the selection team recommends engaging PFM for financial advisory services.

The following highlights some of the reasons why PFM is well-suited to perform this work:

- PFM's background and experience matches the City's requirements, including traditional transaction advice, financial planning support, asset management expertise, and post-issuance compliance assistance;
- PFM has worked with cities of similar size and need, including Palo Alto, Burlingame, Millbrae, San Carlos and others nearby;
- PFM's management team has spent decades in local government with an understanding of the challenges and opportunities cities face; and
- PFM has been the nation's leading financial advisor for the last seventeen consecutive years, which translates into access to rating agencies and bankers, market knowledge and sophisticated analytical tools.

The role and function of the financial advisor typically includes:

- Acting in a fiduciary capacity for the state or local government;
- Developing requests for proposals and qualifications for underwriters, bond or disclosure counsel, credit enhancement facilities, investment products;
- Assisting in developing the plan of finance and related transaction timetable;
- Identifying and analyzing financing solutions and alternatives for funding capital improvement plan;
- Advising on the method of sale, taking into account market conditions and near-term activity in the municipal market;
- Assisting in preparation of any rating agency strategies and presentations;
- Coordinating internal/external accountants, feasibility consultants and escrow agents;
- Assisting with the selection of underwriters, underwriter compensation issues, syndicate structure and bond allocations;
- Assisting with negotiated sales, including advice regarding retail order periods and institutional marketing, analysis of comparable bonds and secondary market data;
- Assisting with competitive bond sales, including preparation of notice of sale and preliminary official statement, bid verification, true interest cost (TIC) calculations and reconciliations/verifications of bidding platform calculations, preparation of notice of sale, obtaining CUSIP numbers;
- Preparing preliminary cash flows/preliminary refunding analysis;
- Analyzing whether to use SLGS open markets and/or agency securities for purposes of investment of bond proceeds;
- Managing the escrow bids or reviewing SLGS applications for structuring advance refunding escrow;
- Assisting in procuring printers, verification agents, etc.;
- Verifying cash flow calculations plans and coordinates bond closings;
- Preparing any required post-sale reports of bond sales; and
- Evaluating market conditions and pricing performance of senior manager and co-managers' distribution of bonds.

Approval of this action will authorize the procurement of financial advisory services, on an as-needed basis, from PFM at the rates set forth in Exhibit A to the resolution accompanying this report, and contingent upon the availability of existing funds.

There is a companion report recommending the engagement of the Stradling Law Firm as bond and disclosure counsel in connection with the same future potential bond issues.

Alternatives

1. Deny the requested authority.
2. Continue the item for further discussion.

Attachments

- A. Implementing Resolution

Fiscal Impact

☐ No Impact/Not Applicable

☒ Funding Source Confirmed: Financial advisory services rendered in the process of issuing a bond are a component of what is called “bond issuance cost”. Payment of these bond issuance costs, ranging from \$40 – \$50 thousand per issuance, is typically contingent upon the issuance of the bonds and is routinely paid from bond proceeds. As a result, they generally will not have a direct financial impact on the City’s fund balance reserves or require the use of revenues earmarked for other services. For other matters, fees range from \$275 – \$325 per hour, the authorization is limited to the amount of available funds appropriated within the fiscal year budget for that purpose.

The timing of debt issues is predicated on many factors and, as a consequence, the fiscal year budget as originally adopted, may need to be amended to reflect a particular bond issuance. If not originally appropriated in the fiscal year budget, staff will request an amendment contemporaneous with the approval of the debt issue to provide appropriation authority for this purpose.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other

RESOLUTION NO. 2015-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH PUBLIC FINANCIAL MANAGEMENT (PFM) TO PERFORM SERVICES FOR THE CITY OF BELMONT AS FINANCIAL ADVISOR

WHEREAS, from time to time the City has need of financial advisory related to bond issuance and other matters; and,

WHEREAS, the financial advisory firm Public Financial Management (PFM) has demonstrated expertise in this field; and,

WHEREAS, PFM responded to the City's request for a proposal to provide such services; and,

WHEREAS, staff recommends authorization of a Service Agreement with PFM to provide financial advisory services at the rates set forth in Exhibit A.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement purchasing financial advisory services from PFM at the rates set forth in Exhibit A, on a form approved by the City Attorney. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED May 26, 2015, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



4. FEE SCHEDULE

There is a range of services the City may wish to undertake pursuant to this engagement. Accordingly, PFM would propose to charge for our services in connection with non-transactional services, on an hourly basis at the rates shown in the table below. For these services, we would provide a not-to-exceed hourly estimate of fees for each task.

PROFESSIONAL	HOURLY RATE
Managing Director	\$325
Senior Managing Consultant	\$295
Senior Analyst	\$275

For services in connection with a debt issuance, we would propose to charge a fixed transaction fee, which would be contingent upon the successful closing of the financing. We propose to negotiate an appropriate fee for each transaction based on the expected complexity and time requirements for each transaction. We are flexible with regard to this schedule, and will adjust according to complexity, credit issues, and expected time requirements associated with each transaction.

TRANSACTION AMOUNT	FEE
Up to \$10,000,000	\$43,000
\$10,000,000 - \$20,000,000	\$48,000
\$20,000,000 - \$60,000,000	\$54,000
\$60,000,000 and up	\$62,000

In addition to our fees, we would expect to be reimbursed for our out-of-pocket expenses, including travel, mileage, parking, meals, postage and express mail delivery services, telephone, photocopying, outside graphics fees, etc. Appropriate expense documentation and third party receipts would be provided with each invoice.



Meeting Date: May 26, 2015

STAFF REPORT

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: State and Federal Funding Agreement for the Belmont Village Specific/Implementation Plan Project

Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to sign all documents necessary for the execution of a Program Supplement Agreement for Federal-Aid Project No. 04-5268R, as related to the Belmont Village Specific/Implementation Plan Project.

Background

In January 2014, the City filed a grant application to the San Mateo City/County Association of Governments (C/CAG) Priority Development Area (“PDA”) Planning Program. The key goals of the C/CAG PDA Planning Program are:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDA’s become more development ready;
- Address challenges to achieving infill development and higher densities.

A \$440,000 grant (with a Belmont matching commitment of \$110,000) was approved by C/CAG and the Metropolitan Transportation Commission (MTC) for federal funding via the Caltrans Local Assistance Program (LAP), which became available to grantees in January 2015.

On April 28, 2015, the City Council authorized a professional services agreement with Dyett & Bhatia, Urban and Regional Planners, for an amount not to exceed \$550,000 for consulting services for the Belmont Village Specific/Implementation Plan.

Analysis

As part of the Federal fund approval process, a Program Supplement Agreement is required between the City and Caltrans. This agreement outlines the City’s responsibility for administering the project and the requirements for Federal reimbursement of funds. In addition, Caltrans requires a resolution by the City Council identifying the project and the official authorized to execute the agreement.

The attached resolution will satisfy the requirement by authorizing the City Manager to execute the Program Supplement Agreement and to sign all documents necessary for the execution of the Belmont Village Specific/Implementation Plan Project. The execution of the Program Supplement Agreement is the last step to receiving Federal approval of the \$440,000 in grant funds.

Alternatives

1. Provide alternative direction to staff.
2. Take no action.

Attachments

A. Resolution

Fiscal Impact

The Council authorized \$110,000 in General Fund matching funds as a condition of the C/CAG PDA grant in the amount of \$440,000, for a total of \$550,000. This action (transfer to the General Plan Maintenance Fund - account number: 212-906-8351) has been completed with adoption of the FY2014-15 Budget. The General Fund matching funds will be repaid via anticipated development, housing, and CEQA impact fees to be established in conjunction with this project.

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 212-906-8351

Source:

- ☒ Council
☒ Staff
☐ Citizen Initiated
☐ Other

Purpose:

- ☒ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☒ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
☐ Other

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN ALL DOCUMENTS NECESSARY FOR THE EXECUTION OF A PROGRAM SUPPLEMENT AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR FEDERAL-AID PROJECT NO. 04-5268R, AS RELATED TO THE BELMONT VILLAGE SPECIFIC/IMPLEMENTATION PLAN PROJECT

WHEREAS, the City has been awarded a Federal Aid Grant through the San Mateo City/County Association of Governments (C/CAG) Priority Development Area ("PDA") Planning Program; and,

WHEREAS, the \$440,000 grant award (with a Belmont matching commitment of \$110,000) was approved by C/CAG and the Metropolitan Transportation Commission (MTC) for federal funding via the Caltrans Local Assistance Program (LAP), which became available to grantees in January 2015; and,

WHEREAS, as part of the Federal fund approval process, a Program Supplement Agreement is required between the City and Caltrans.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to execute the Program Supplement Agreement and to sign all documents necessary for the execution of the Belmont Village Specific/Implementation Plan Project.

* * *

ADOPTED May 26, 2015, by the City Council of the City of Belmont by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: May 26, 2015

STAFF REPORT

Agency: City of Belmont

Staff Contact: Damon DiDonato, Community Development Department, (650) 637-2908;
ddidonato@belmont.gov

Agenda Title: Text Amendments to the Belmont Zoning and Tree Ordinances (Second Reading)

Agenda Action: Ordinances (Adoption)

Recommendation

Adopt ordinances amending sections of the Belmont Zoning Ordinance (“BZO”) governing residential districts (Section 4), single family design review (Section 13A), parking (Section 8), secondary dwelling units (Section 24), associated definitions (Section 2), and general development regulations (Section 9); and the Tree Ordinance (City Code Chapter 25).

Background

April 28, 2015 – The City Council: 1) Provided policy direction for amendments to the Belmont Zoning Ordinance (BZO) and Tree Ordinance (City Code Chapter 25); 2) Adopted a negative declaration for the project; and 3) Directed staff to schedule a public hearing on May 12, 2015 for consideration of ordinances and commission recommendations.

May 12, 2015 - The City Council held a public hearing and considered Planning Commission and Parks and Recreation Commission recommendations, public testimony and correspondence and introduced draft ordinances amending sections of the Belmont Zoning Ordinance (“BZO”) and the Tree Ordinance (City Code Chapter 25).

Analysis

A complete background and analysis of the text amendments is provided in the attached City Council staff reports.

Alternatives

1. Refer back to staff for additional information.
2. Take No Action.

Attachments

- A. City Council Ordinance adopting Zoning Text Amendments
- B. City Council Ordinance adopting Tree Ordinance Text Amendments
- C. May 12, 2015 Staff Report without attachments

Fiscal Impact

- ☒ No Impact/Not Applicable: The additional workload associated with implementation of the Zoning Text Amendments may require additional staff resources. The Department will monitor this effort to ensure efficiency in the permitting process and should a change in staffing level be necessary, a budget correction will be forwarded to the Council for consideration.
- ☒ Funding Source Confirmed: Permit fees would be modified (reduced) to cover the costs of a modified permitting process, as applicable; however, additional revenues will likely be realized through an increase in the total number of permit applications for planning and building permits, and an increase in tax assessments for additions and upgrades to single-family homes.

Source:

- ☒ Council
☐ Staff
☐ Citizen Initiated
☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
☒ Other*

* Publication of Public Hearing Notice and Ordinance summaries as required by law

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING DESIGN REVIEW, PARKING, AND OTHER REGULATIONS FOR RESIDENTIAL DEVELOPMENT IN THE BELMONT ZONING ORDINANCE (ORDINANCE NO. 360)

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. BZO SECTION 2.16 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 2.16 is amended to read:

- 2.16 **BEDROOM** - Any room at least seventy square feet or more in area in a residential structure which is not a kitchen, dining room, living room, or bathroom. Within such residential structure, any second living or dining room, or any den, study, or other similar room which is capable of being used for sleeping quarters that contains a closet, or to which a closet could be added, may also be considered a bedroom. Exceptions include but are not limited to rooms that are clearly incidental to the other living spaces of the home, such as laundry rooms, rooms that are left open to adjacent living areas of the home, such as alcoves and breakfast nooks, and rooms accessed solely through bedrooms of the home, such as walk-in closets.

SECTION 2. BZO SECTION 2.28.1 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding Section 2.28.1 to read:

- 2.28.1 **BORDERING PROPERTIES** – Bordering properties mean lots that abut a project site, and lots that are separated from a project site only by a public right-of-way or access easement.

SECTION 3. BZO SECTION 2.48.1 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding a new Section 2.48.1 to read:

- 2.48.1 **CUMULATIVE GROSS FLOOR AREA ADDITION** – Cumulative Gross Floor Area means the total gross floor area of additions:
- (a) Proposed by any pending development application;
 - (b) Approved in any building permit not yet finalized; and,
 - (c) Constructed under any building permit finalized within two years from the application date for any pending development application.

SECTION 4. BZO SECTION 2.48.2 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding a new Section 2.48.2 to read:

- 2.48.2 DAYLIGHT PLANE - A series of planes defining a three-dimensional volume of space in which a building must be constructed. A daylight plane may be more restrictive than the height limit or the minimum setback applicable at such point on the site.

SECTION 5. BZO FORMER SECTION 2.48.1 RENUMBERED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") is amended by renumbering former Section 2.48.1 to 2.48.3 to read:

- 2.48.3 DENSITY TRANSFER – [text unchanged].

SECTION 6. BZO SECTION 2.57.1 ADDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") is amended by adding Section 2.57.1 to read:

- 2.57.1 ENTRY LEVEL - The lowest entry to the habitable portions of the home, not including areas dedicated solely to crawl space, unfinished storage and garage.

SECTION 7. BZO SECTION 2.60 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 2.60 is amended to read:

- 2.60 FLOOR AREA, GROSS - The sum of all finished and un-finished framed-in floor surfaces with an interior vertical height of six and one-half feet or more from floor to ceiling, capable of accommodating living space, measured from the exterior walls plus garages, utility rooms, and enclosed accessory structures. Covered decks, porches, patios, carports, and other covered areas which are not enclosed on all sides shall not be counted as dwelling floor area.

SECTION 8. BZO SECTION 2.78 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 2.78 is amended to read:

- 2.78 LOT DEPTH – The horizontal distance between the front and rear lot lines, measured in the mean direction of the side lot lines.

SECTION 9. BZO SECTION 2.78.1 ADDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") is amended by adding section 2.78.1 to read:

- 2.78.1 LOT DEPTH, AVERAGE – The sum of the length of the two sidelines of the lot divided by two.

SECTION 10. BZO SECTION 2.85 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 2.85 is amended to read:

- 2.85 LOT WIDTH (AVERAGE) - The sum of the length of the front and rear lot line divided

by two. In the case of irregularly-shaped lots having four or more sides, average lot width shall be the sum of the length of two lines drawn perpendicular to one side line at the widest and narrowest portions of the lot, divided by two.

SECTION 11. BZO SECTION 2.97.1 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding Section 2.97.1 to read:

2.97.1 PRESCRIBED ARTICULATION – Specified measures which are required to interrupt the straight line of a building wall in order to reduce the perception of building bulk, which include but are not limited to projecting or recessing portions of exterior building walls, and incorporation of architectural features such as chimneys or bay windows.

SECTION 12. BZO SECTION 2.99.1 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding section 2.99.1 to read:

2.99.1 PUBLIC VIEWS – Public views means views from public vantage points to prominent natural features or landmarks.

SECTION 13. BZO SECTION 2.100.1 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding section 2.100.1 to read:

2.100.1 RESIDENTIAL DESIGN CRITERIA (RDC) - A companion document to the Zoning Ordinance, which provides additional, objective, measurable, or quantifiable review criteria required for new construction. The RDC includes relevant criteria for the regulation of building bulk (such as second story step backs, prescribed articulation, and daylight planes), which are specified based upon the scope of the project, site conditions, and the architectural style of the home.

SECTION 14. BZO SECTION 2.100a RENUMBERED AND AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 2.100a is renumbered 2.100.2 and amended to read:

2.100.2 RESIDENTIAL DESIGN GUIDELINES (RDG) – a companion document to the Zoning Ordinance, which provides basic design concepts and elements of good design required for all new residential structures and additions. The RDG includes relevant examples of designs that generally conform to the standards for Single Family Design Review application approval.

SECTION 15. BZO SECTION 2.104a RENUMBERED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 2.104a is renumbered 2.104.1 to read:

2.104.1 SANITARIUM – [text unchanged]

SECTION 16. BZO SECTION 2.104b RENUMBERED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 2.104b is renumbered 2.104.2 to read:

2.104.2 SECONDARY DWELLING UNIT - – [text unchanged]

SECTION 17. BZO SECTION 2.104.3 ADDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) is amended by adding Section 2.104.3 to read:

2.104.3 SECOND STORY STEPBACK – An identified setback for second story exterior building walls as measured from the lower story exterior building walls.

SECTION 18. BZO SECTION 4.2.3 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 4.2.3 is amended to read:

4.2.3 SITE AREA, DIMENSION AND DENSITY LIMITATIONS.

(a) – (c) [text unchanged]

(d) FLOOR AREA: The permitted Floor Area (FA) of buildings is the greater of 1,200 square feet or the product of multiplying net lot area by the Floor Area Ratio corresponding to the slope of the lot as shown in the following chart:

[text of chart unchanged]

The maximum permitted gross floor area in all R-1 districts is 6,000 square feet.

(e) – (f) [text unchanged]

SECTION 19. BZO SECTION 4.2.4 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 4.2.4 is amended to read:

4.2.4 FRONT YARD - Except as provided in Section 9.7.4, the minimum depth of the front yard is as follows: R-1E and R-1H Districts shall be 25 feet; Lots in the R-1A, R-1B and R-1C Districts with frontage on a 50-foot wide public right-of-way shall be 15 feet; lots in the R-1A, R-1B, and R-1C Districts with frontage on a 40-foot wide public right-of-way shall be 20 feet; however, no building occupying property fronting on a private road or easement shall be less than 25 feet from the closest line of such private road or easement. For garages with entrances that are perpendicular to the street, the minimum on-site driveway length from property line to the face of the garage shall be 18 feet. The 18 feet shall be provided entirely within the subject property, except as provided by Section 8.2.6.

SECTION 20. BZO SECTION 4.2.9 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 4.2.9 is amended to read:

- 4.2.9 FENCES, WALLS, LATTICE SCREENS AND HEDGES - Fences, walls, lattice screens and hedges must comply with Section 9.7.1(f).

SECTION 21. BZO SECTION 4.2.11 ADDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") is amended by adding Section 4.2.11 to read:

- 4.2.11 NEW CONSTRUCTION - New homes and additions must comply with the Residential Design Criteria if the new construction:
- (a) ground floor plate height exceeds 12 feet and roof height exceeds 18 feet (as measured from finished grade), or
 - (b) creates or expands an upper floor.

SECTION 22. BZO SECTION 8.1.4 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 8.1.4 is amended to read:

- 8.1.4 All new buildings and new dwelling units within existing buildings must have the vehicle parking spaces required by Section 8.4.

SECTION 23. BZO SECTION 8.2.2 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 8.2.2 is amended to read:

- 8.2.2 CONTROL OF OFF-STREET PARKING FACILITIES - Required parking facilities may be provided on land other than the site on which the building or use served by such facilities is located, if the site providing the off-site parking facilities is encumbered by a recorded covenant requiring that the parking facilities be provided for the planned building or use for the life of the building or use.

SECTION 24. BZO SECTION 8.2.6 AMENDED

City of Belmont Ordinance No. 360 ("Belmont Zoning Ordinance") Section 8.2.6 is amended to read:

- 8.2.6 LOCATION OF REQUIRED PARKING FACILITIES - The location of off-street parking and garage spaces in relation to the use served shall be as follows. All distances specified shall be walking distances between such parking spaces and a main entrance to the use served.
- (a) For Uses in a Single (R-1) or Duplex Residential (R-2) District the following standards apply.
 - (1) Parking and garage space accessory to dwellings shall be located on the same site as the use served.
 - (2) Uncovered parking spaces may extend into the unused portion of the right-of-way up to the outside edge of street improvements, such as

sidewalk, provided they would not obstruct any existing or possible future street improvements that are necessary for public use (i.e., future sidewalk, curb or gutter installation, utility needs, etc.), as determined by the Public Works Director.

- (3) No parking or paving outside of the required paved driveway and parking surface area shall be permitted between the front of the dwelling and the front property line.
- (4) A required driveway area for a single or duplex residential dwelling, provided minimum dimensions as required by Section 8.3.1(a) are met, may be used to satisfy the off-street uncovered parking requirement for such use(s).
- (5) A paved walkway to the front building entrance, of no more than 48 inches in width, shall be permitted within the area between the front of the dwelling and the front property line.
- (6) Any variance from these standards/requirements is subject to the procedure and findings of Section 14 (Variances) and findings of Section 8.1.3(c).
- (7) Spaces accessory to uses other than dwellings in Residential Districts may be located on a site adjacent to, or directly across a street or alley from the site occupied by the use served; but in no case at a distance in excess of 300 feet from such use.

(b) [text unchanged]

SECTION 25. BZO SECTION 8.3.1 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 8.3.1 is amended to read:

8.3.1 SIZES AND TYPES – [text unchanged]

- (a) [text unchanged]
- (b) Accessible Parking Space - Accessible parking spaces must be provided in all parking facilities, other than single family residential, unless specifically exempted by the Building Official/Zoning Administrator, in accordance with the following table:

[chart and remaining text unchanged]
- (c) Backup Distance - Where one or two parking spaces are provided for a single-family residence and the vehicles will back directly onto a street, the minimum on-site driveway length shall be 18 feet totally within private property, except as provided in Section 8.2.6.
- (d) [text unchanged]
- (e) Minimum Single Family Residential Parking Dimensions –The minimum dimensions for garages, carports, and uncovered parking spaces serving a single

family residence is provided in Table 8.3.1(e). Garage and carport dimensions are interior, measured from the inside of the post for carports and the interior walls for garages. Parking may be arranged in a side-by-side or tandem configuration

Table 8.3.1(e) –Parking Dimension Requirements

Number of Vehicles	Orientation	New Garage	Existing Garage New or Existing Carport Uncovered Parking
1	N/A	10' x 20'	8.5' x 18'
2	Side-by-side	20' x 20'	17' x 18'
2	Tandem	10' x 40'	8.5' x 36'

SECTION 26. BZO SECTION 8.4.1 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 8.4.1 is amended to read:

8.4.1 RESIDENTIAL USES.

- (a) Single Family Dwellings. The following standards apply to single family dwellings.
 - (1) New Homes. New homes must have a total of 4 parking spaces, 2 of which must be covered.
 - (2) Existing Homes.
 - (A) Existing homes with an addition that expands the bedroom count of the principal unit, or adds a second unit must have the parking spaces specified in Table 8.4.1(a)(2).
 - (B) Existing homes with one or more garage spaces may not reduce the number of garage spaces to fewer than 2.
 - (C) Existing homes without a covered space may use a carport for required covered parking.

Table 8.4.1(a)(2) – Parking Space Requirements for Additions

Home with addition	Required Parking # = total required spaces (#) = required covered spaces
Five Bedrooms or more	3(1)
Four Bedrooms	3(1)
Three Bedrooms	2(1)

2 nd unit	+1 up to 4
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(b) - (e) [text unchanged]

SECTION 27. BZO SECTION 9.4 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 9.4 is amended to read:

- 9.4 ACCESS TO STREETS - No building shall be constructed or erected upon any lot unless such lot abuts upon a street, or upon a lot having a permanent access easement to a street. No lot shall be deemed to abut upon a street unless it has a frontage thereon of not less than 30 feet and a lot width of not less than 30 feet for a depth of 100 feet from the front lot line.

SECTION 28. BZO SECTION 9.6.3 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 9.6.3 is amended to read:

- 9.6.3 ALTERATIONS AND ADDITIONS TO NON-CONFORMING STRUCTURES –
- (a) No nonconforming structure shall be moved, altered, enlarged or reconstructed so as to increase the discrepancy between existing conditions and the standards of coverage, front yard, side yards, rear yard, height of structures or distances between structures prescribed in the regulations for the district in which the structure is located.
 - (b) For purposes of this section, additions to single family homes in a single family residential District shall comply with applicable current setback and height requirements, except that building walls may extend along a legal non-conforming side yard setback line, if the wall does not reduce the existing setback and maintains no less than a five-foot side yard setback for interior lot lines and a ten-foot side yard setback for exterior lot lines (street side yards).

SECTION 29. BZO SECTION 9.7.1 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 9.7.1 is amended to read:

- 9.7.1 PERMITTED IN ANY YARD – The following features are permitted in any yard.
- (a) [text unchanged]
 - (b) Unroofed exterior stairs, landings and decks of open design which project 30 inches or less in height from finished grade.
 - (c) Unroofed exterior stairs, landings and decks of open design which project 30 inches or more in height from finished grade, which
 - (1) project no more than 6 feet into the required front or rear yard or

- (2) project no more than 3 feet into the required side yard and are no greater than the minimum size required by the California Building Code, and
- (3) do not extend above the entry level of the home, except for the railing.

(d) – (f) [text unchanged]

- (g) Driveway bridges including all structural support components, walls, piers, etc., which are required to provide vehicular access to on-site parking are permitted within the required front and side yards.

SECTION 30. BZO SECTION 9.7.4 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 9.7.4 is amended to read:

- 9.7.4 FRONT SETBACK - EXCEPTION - In any R District the front yard setback may not be smaller than the building setback line shown on the approved subdivision map for the lot.

SECTION 31. BZO SECTION 13A.1 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.1 is amended to read:

- 13A.1 PURPOSE – The regulations in Section 13A establish standards that allow residential property owners to develop their property while ensuring that the development is in harmony with and preserves the City’s tranquil, safe and desirable neighborhoods. These regulations, as augmented by the Residential Design Guidelines, together with Section 4 are intended to provide a predictable and consistent framework for review of residential projects.

SECTION 32. BZO SECTION 13A.2 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.2 is amended to read:

- 13A.2 DESIGN REVIEW REQUIREMENT - Except as provided in Section 24, no person may construct on property zoned R-1 or R-2 a new residential building that requires a building permit or alter the square footage or floor plan of an existing residential building without first receiving design review approval in accordance with Section 13A.

SECTION 33. BZO SECTION 13A.3 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.3 is amended to read:

13A.3 APPLICATION

- (a) An applicant for Single Family and Duplex Residential Design Review must submit an application to the Director of Community Development on a form prescribed by the Director. The application must include the following data:

(1) – (6) [text unchanged]

- (b) A mandatory pre-application meeting with planning staff is required for projects requiring Zoning Administrator or Planning Commission approval.
- (c) At the time of filing the application, an applicant must pay the application fee required by the Master Fee Schedule. The Community Development Director may not process an application without payment of the application fee.

SECTION 34. BZO SECTION 13A.4 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.4 is amended to read:

13A.4 REVIEW PROCEDURE

- (a) The reviewing authority for projects within the scope of Section 13A.2 is specified in Table 13A.4(a).

Table 13A.4(a) - Residential Design Review (RDR) Authority Thresholds.

Tier	Project Characteristics	Reviewing Authority
1	<ul style="list-style-type: none"> Ground floor additions up to 499 sf. cgfa, with top of the addition plate height 12 feet or less, and top of the new roof 18 feet or less, as measured from finished grade. Enclosure of carports & additions of any size that do not increase the foot print of the home (i.e., underfloor and attic areas that are made habitable) 	Community Development Department (CDD)
2	<ul style="list-style-type: none"> Ground floor additions not consistent with Tier I Ground floor additions from 500 sf to 999 sf. cgfa Upper floor additions up to 499 sf. cgfa Combination of upper and lower floor addition up to 999 sf. cgfa. 	Zoning Administrator (ZA)
3	<ul style="list-style-type: none"> New Single Family Homes Grading more than 500 cubic yards Disturbance of 6,000 sf. or more of site area Upper floor additions of 500 sf. cgfa. or more Combination of upper and lower floor additions of 1,000 sf. cgfa. or more SFDR with other PC level entitlements 	Planning Commission (PC)

- (b) The addition square footages in Table 13A.4(a) are cumulative gross floor area (cgfa) as defined in Section 2.48.1
- (c) After determining that an application is complete, the reviewing authority must timely consider whether the project meets the standards for approval in Section 13A.5.
- (d) The outreach, noticing, and hearing requirements for residential design review

applications are set forth in table 13A.4(d):

Table 13A.4(d) –RDR Review Procedure

Tier	Neighborhood Outreach	Project Notice	Public Hearing
1	Not required	Not required	Not required
2	All projects - required	Notice to Bordering Property Owners	If requested
3	All projects - required	Public hearing notice per Section 11.4.1	Required

- (e) Neighborhood Outreach. When required, applicants must complete the neighborhood outreach process established by the Community Development Director for bordering property owners as defined by Section 2.28.1.
- (f) Tier 2 Projects. The following procedures apply to Tier 2 projects.
 - (1) Project Notice. The Zoning Administrator must send notice of intent to take action to bordering property owners. The notice must include a general description of the project and a statement that the Zoning Administrator will take action on the project without a public hearing unless a hearing is requested in writing by a bordering property owner within 10 days of the project notice date.
 - (2) Project Determination. If the Zoning Administrator does not receive a timely written hearing request, he or she must proceed to make a project determination under Section 13A.5.
- (g) Public Hearings. The Community Development Director must provide notice of Zoning Administrator and Planning Commission public hearings in the manner required by Section 11.4.1.
- (h) Appeals.
 - (1) Except as provided in subsection 13A.4(h), the provisions of Section 15 govern appeals of residential design review project determinations.
 - (2) For Tier 1 projects, the applicant may appeal a project determination to the Planning Commission. A decision by the Planning Commission on a Tier 1 project is final unless appealed by the applicant.
 - (3) For Tier 2 projects, the applicant and Bordering Property Owners may appeal a project determination to the Planning Commission. The Planning Commission may either affirm the underlying determination or forward the appeal to the City Council with a recommendation to approve, approve with conditions, or deny the project.
 - (4) All appeals must be in writing, accompanied by the required appeal fee, and delivered to the Community Development Department within 10 days of the project determination.

- (i) The City Council finds that ordinarily projects in Tier 1 of Table 13A.4(a) do not have the potential to substantially or significantly adversely affect the property rights of other property owners, and that projects in Tier 2 of Table 13A.4(a) do not have the potential to substantially or significantly adversely affect the property rights of other property owner beyond bordering property owners. The City Manager, in consultation with the City Attorney, may expand the scope of notice and opportunity to appeal for Tier 1 and 2 projects if necessary due to facts peculiar to the proposed project to provide due process.

SECTION 35. BZO SECTION 13A.5 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.5 is amended to read:

13A.5 STANDARDS FOR APPROVAL. The reviewing authority may approve, conditionally approve, or deny an application for residential design review. The reviewing body may approve or conditionally approve a residential design review if it makes the following findings:

- (a) The buildings and structures shown on the site plan will be:
 - (1) Designed to be compatible with any existing development on the site;
 - (2) Located and designed to minimize disruptions of existing public views, and to protect the profile of prominent ridgelines.
- (b) The overall site and building plans will achieve an acceptable balance of the following factors:
 - (1) building bulk,
 - (2) grading, including
 - (A) disturbed surface area, and
 - (B) total cubic yards, cut and fill.
 - (3) The aesthetic impacts of hardscape as viewed from a public vantage point.
- (c) All proposed accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures will be integrated into the overall project design.
- (d) The proposed landscape plan will incorporate:
 - (1) Native plants appropriate to the site’s environmental setting and microclimate, and
 - (2) Appropriate landscape screening of proposed accessory and support structures.
- (e) The project will be in substantial compliance with the Residential Design Guidelines and Residential Design Criteria as applicable.

- (f) City staff and consultants have provided technical review and conditions of approval have been adopted, as applicable, regarding project-related grading, drainage, storm-water runoff, vehicular and pedestrian access, site stability, structural encroachments, and construction impacts.

SECTION 36. BZO SECTION 13A.6 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.6 is amended to read:

13A.6 Reserved.

SECTION 37. BZO SECTION 13A.7 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 13A.7 is amended to read:

13A.7 LAPSE OF APPROVAL AND EXTENSION OF TIME – A residential design review approval expires two years following the date on which it became effective unless, before expiration a building permit is issued by the Building Official and construction is commenced and diligently pursued toward completion on the site, or the Building Official issues a certificate of occupancy for the site subject to the design review approval. Extension of time is governed by Section 10.5.

SECTION 38. BZO SECTION 24.1 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 24.1 is amended to read:

24.1 Authority and Purpose. This section regulates the establishment of secondary dwelling units in all residential zoning districts in accordance with Government Code Section 65852.2. The purpose of permitting secondary units is to promote more efficient use of the City's existing housing stock and to help meet the need for small rental units while preserving the character of the City.

SECTION 39. BZO SECTION 24.2 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 24.2 is amended to read:

24.2 Location. Secondary dwelling units are allowed in conjunction with a single family dwelling located in the following residential zoning districts:

- (a) R-1, R-2, R-3, and R-4 Districts.
- (b) HRO Hillside Residential & Open Space districts upon approval of a Conditional Use Permit by the Planning Commission.

SECTION 40. BZO SECTION 24.3 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 24.3 is amended to read:

24.3 Property Development Standards. A secondary dwelling unit must meet the following standards:

- (a) Zoning Requirements. The secondary dwelling unit must meet all site area, density, height and yard area standards of the R-1 zoning district.
- (b) Lot Size. A secondary dwelling unit is allowed on lots of 5,000 square feet or more. A secondary dwelling unit may be permitted on a lot of less than 5,000 square feet with a Conditional Use Permit.
- (c) Minimum Unit Size. The minimum size for a second unit is 275 square feet.
- (d) Maximum Unit Size With Building Permit. The maximum allowed second unit size with approval of a building permit (ministerial) is as follows:
 - (1) A detached unit not greater than 399 square feet.
 - (2) A unit constructed within the building envelope of the existing main dwelling not greater than 640 square feet.
 - (3) An attached unit either combining existing floor area with new floor area or new floor not greater than 640 square feet (maximum of 399 square feet outside of building envelope).
- (e) Maximum Allowable Unit Size with Single Family Design Review. Second units larger than allowed with a building permit under subsection (d) are permitted up to 1,200 square feet or maximum of 40% of the total floor area of the principal dwelling, whichever is smaller, with single family design review approval.
- (f) – (h) [Text unchanged]
- (i) Off-Street Parking. The property must meet the parking space and standards for secondary dwelling units in Section 8. Spaces provided shall meet the size requirements in Section 8.3.1 and must be paved and located wholly upon the property in fee, except as provided in Section 8.2.6. Parking spaces may be permitted in tandem in the driveway and within the garage or carport.
- (j) – (k) [text unchanged]

SECTION 41. BZO SECTION 24.4 AMENDED

City of Belmont Ordinance No. 360 (“Belmont Zoning Ordinance”) Section 24.4 is amended to read:

24.4 Additional Development Standards.

- (a) Secondary dwelling units are allowed only on parcels on which only one dwelling unit is located.
- (b) – (h) [text unchanged]

SECTION 42. FINDINGS

The amendments to the Belmont Zoning Ordinance adopted herein are required to achieve the

objectives of the Zoning Plan and the General Plan for the City. The amendments support the protection and promotion of the comfort, convenience, and general welfare of the community, and fulfill the General Community Goals and Policies of the General Plan.

SECTION 43. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

SECTION 44. DESIGN REVIEW REGULATIONS OPERATIVE DATE.

Sections 34 and 35 of this ordinance become operative when the City Council adopts Residential Design Criteria and amends the Residential Design Guidelines after adoption of this ordinance.

SECTION 45. Publication and Posting

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under Government Code Section 36933, subdivision (c), once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on May 12, 2015 and adopted the ordinance at a regular meeting held on _____, 2015 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING BELMONT CITY CODE CHAPTER 25 REGARDING TREES

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. BCC CHAPTER 25 AMENDED

Belmont City Code Chapter 25 is amended to read:

Chapter 25 - TREES

Sec. 25-1 - Findings, purpose, and goals

(a) The City of Belmont is forested by trees indigenous to the San Francisco Peninsula, as well as non-native species introduced to the area.

(b) In general, trees provide benefits for both residents and visitors to the city.

(1) Trees contribute beneficially to the climate of the city by reducing heat buildup and providing shade, moisture, and wind control.

(2) Trees contribute to the protection of other natural resources by providing erosion control for the soil, and oxygen for the air. Trees aid in the treatment of storm water by increasing the water retention capacity of soils.

(3) Trees provide screens and buffers to separate land uses.

(4) Valley Oak, Live Oak and Redwood trees are especially valuable to the city and the urban forest as a whole. In addition to providing the benefits identified above, these trees provide habitat for indigenous wildlife, and contribute to the economy of the city by increasing and sustaining property values. They are also naturally pest resistant, require less water, little to no fertilizer, are better adapted to the arid, fire ecology of the San Francisco Bay Area, and can provide a bridge to nearby open space areas, creating an element of nature in the midst of an urban setting.

(b) Trees can be burdens when located in a way that damages property, interferes with utilities, and impacts the reasonable economic use of property. In addition, non-native invasive tree species, diseased trees, hazardous trees, and trees with poor structural integrity, can adversely affect public health, safety and welfare.

(c) The city's trees collectively constitute an urban forest, and removals or additions of even a single tree can negatively or positively affect the urban forest and the city as a whole. However, the loss or removal of a tree from one location in the city's urban forest can often be at least partially mitigated by planting a replacement tree(s) in the same or a different location.

(d) For the reasons stated in this section, the City of Belmont enacts these regulations for the conservation of trees while recognizing private rights to develop and use property in a

manner not prejudicial to the public interest. Accordingly, this chapter is intended to promote the following specific goals:

- (1) Encourage the preservation and maintenance of healthy trees while allowing for reasonable and conforming use of private property.
- (2) Encourage the replacement of trees removed by necessity with native, especially drought tolerant, trees and locally adapted tree species.
- (3) Create an efficient and cost effective tree removal permit process for unsafe or unhealthy trees, trees in poor condition, trees that cause a significant fire hazard, trees that adversely impact utilities or cause significant property damage, and trees that are required to be removed as part of vegetation/fire management plan approved by the Belmont Fire Department.
- (4) Create public awareness of the tree ordinance, the role of trees in our environment, and best practices for tree management.

Sec. 25-2. - Definitions.

Where used in this chapter the following terms are herein defined as:

Arborist means an American Society of Consulting Arborists (ASCA) registered consulting arborist, or an arborist certified by the International Society of Arboriculture.

Arborist report means a report prepared by an arborist containing specific information on the location, condition, potential impacts of development, recommended actions and mitigation measures regarding one or more trees on an individual lot or project site.

Certification letter means a concluding statement by an arborist stating that work that was performed by an arborist or was observed or inspected by an arborist and complies with the conditions of the arborist report, and the tree permit or conditions of project approval.

City Tree means any woody, perennial plant, regardless of size, located in the city right-of-way, a city park, a designated open space, or on any other city property. A single or multi-stemmed shrub or bush is not a city tree.

Conforming Use means permitted uses that conform to the development criteria of the zoning district for the site.

DBH means the diameter of the tree at breast height and is measured across the widest face of the tree trunk, 4½ feet above natural grade. On a slope, the four and one-half-foot height is measured from the center of the trunk, halfway between the uphill and downhill side. In the case of multiple stemmed trees, the measurement is the sum of the diameters of the three largest stems measured at 4½ feet above natural grade.

Dead Tree means a tree that is dead or that has been damaged beyond repair or is in an advanced state of decline (where an insufficient amount of live tissue, green leaves, limbs or branches exists to sustain life) and has been determined to be such by a certified arborist, landscape architect or city official.

Dripline (canopy dripline) means the diameter of the existing tree canopy, or the estimated diameter of the root system (calculated as DBH inches \times 2 feet) whichever is greater.

Excessive Pruning means removal of the leaf, stem area, predominately on one side, topping, or excessive tree canopy removal or crown raising. Exceptions are when clearance from overhead utilities or public improvements is required, or to abate a hazardous condition or public nuisance.

Heritage tree means a Coast Live Oak, Valley Oak, or Redwood having a single main stem or trunk of 10 inches or more DBH, or up to three of the largest secondary stems totaling 10 inches or more DBH.

Large diameter tree means a woody, perennial plant characterized by having a single main stem or trunk of 18 inches or more DBH, or up to three of the largest secondary stems totaling 18 inches or more DBH, with the exception of Eucalyptus, Monterey Pine, Palm, or Acacia.

Person means any natural person, property owner, partnership, firm, corporation, governmental agency or other legal entity.

Protected Tree means a Heritage Tree, a City Tree, a Replacement Tree, or a Large Diameter Tree.

Pruning means selectively cutting or trimming to enhance the health and structure of a tree, improve balance and aesthetics, promote healthy growth, and prevent damage.

Removal means physically removing a tree or causing the removal of a tree; causing the death of a tree through direct or indirect action, or severely damaging a tree.

Replacement tree means any tree, regardless of size, which has been planted as required mitigation for the previous removal of another tree at the same site or elsewhere in the city.

Severe Damage means any action undertaken which causes or may cause death or significant injury to a tree or its roots, or which places the tree in an irreversible state of decline. This includes, but is not limited to:

- (1) Excessive pruning as herein defined;
- (2) Topping, which generally means reduction of tree size using inter-nodal cuts without regard to tree health or structural integrity;
- (3) Trenching, excavating, grading, paving or other action which causes a significantly harmful incursion within the root system or canopy drip-line of a tree;
- (4) Poisoning, or leaching of construction related or other damaging materials into the canopy dripline;
- (5) Overwatering or withholding of water or nutrition.

Sec. 25-3. – Standard Tree Protection Measures.

The City Manager shall prepare a schedule of standard tree protection measures that may be required by the reviewing authority as conditions of approval for development projects when construction or other site disturbance occurs within the dripline of a Protected tree. The City Manager may approve alternative measures on a case by case basis to better meet site conditions.

Sec. 25-4. - Pruning Standards.

Tree pruning must be performed consistent with the guidelines of the current American National Standards Institute (ANSI) A300 (Part 1) *American National Standard for Tree Care Operations—Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (Pruning)*, or *Best Management Practices—Tree Pruning* published by the International Society of Arboriculture (ISA) as a companion publication to the ANSI A300 pruning standards.

Sec. 25-5. - Tree removal permit requirement.

(a) *Permit Requirement.* Except as provided in this section, it is unlawful for a person to remove a Protected Tree without a permit issued in accordance with this chapter.

(b) *Exceptions to Permit Requirement.* A permit is not required to remove a Protected Tree when:

- (1) *Emergency.* The tree is damaged by storms, floods, earthquakes, fires or natural disasters, or firefighting personnel actively engaged in fighting a fire determine that removal of the tree is necessary, or a peace officer, firefighter or other city official acting in their official capacity determines that the tree poses an imminent danger to people or property. The City Manager shall be promptly notified of the nature of the emergency action taken.
- (2) *Fire Danger.* The fire marshal or other city official acting in their official capacity has determined that the tree is a substantial fire hazard that cannot be reasonably mitigated.
- (3) *Public utilities.* The tree is hazardous to public utilities and there is no reasonable mitigation as determined by city officials. The City Manager shall be promptly notified of the determination.
- (4) *Nursery.* The tree is planted, grown or held for sale as part of a licensed nursery business.
- (5) The tree is a *Dead Tree* as defined herein.

Sec. 25-6. – Tree Removal Permit Application.

(a) *Permit Application.*

- (1) A person desiring to obtain a permit to remove a Protected Tree must submit a complete application in compliance with this Section to the City Manager through the

City's Permit Center and pay applicable fees as established by the City Council.

(2) The application must include:

(A) Name and address of the applicant;

(B) Address of the property where the tree is located;

(C) Name of the person performing the work;

(D) State contractor's license number of the person performing the work, or if the person claims to be exempt from or not a contractor under the state contractor licensing law, the basis for the claim;

(E) Number, species, size, and exact location of the tree or trees to be removed,

(F) A brief statement of the reason for the requested removal, and

(G) any other pertinent information as may be required by the City Manager.

(b) *Application review.*

(1) An application to remove one or more Protected Trees associated with other improvements of property for which a development application is pending or contemplated shall be reviewed as part of the development project by the city reviewing authority authorized to grant the other entitlements for the property on which the tree is located.

(2) All applications not within the scope of (b)(1) shall be reviewed by the City Manager.

(3) Upon receiving a complete application, the reviewing authority must timely determine whether to issue the permit.

(c) *Project Notice.* When posting is required by Section 25-8, the applicant must post the project site with a notice of the tree removal permit application on a form approved by the City Manager.

(d) *Appeals.* An applicant may appeal a decision under (b)(1) to the body authorized to hear appeals concerning the development application. An applicant may appeal a decision under (b)(2) to the City Council. All appeals must be filed with the Permit Center within 10 days of the decision by the reviewing authority. All appeals must include a detailed statement describing the decision appealed and the basis of the appeal, and be accompanied by the fee established by the City Council.

Sec. 25-7. – Criteria for Permit Determination

(a) The reviewing authority must base its determination to approve, conditional approve or deny an application for a tree removal permit on a balancing the following criteria. When the reviewing authority determines one or more criteria does not support removal, it must consider whether reasonable conditions would mitigate the circumstances that do not support removal under the criteria.

(1) Criteria Supporting Removal	(2) Criteria Supporting Retention
<p>(A) The tree is: (i) in poor condition; (ii) at the relative end of its life span of the particular species; (iii) diseased or infested beyond reasonable attempts at remediation; (iv) has poor structural integrity; (v) is in danger of falling; or, (vi) poses a safety hazard.</p> <p>(B) The particular tree species is undesirable due to characteristics such as invasiveness, tendency toward limb failure, and fire hazards.</p> <p>(C) The tree is damaging or interfering with existing structures site improvements and utility services.</p> <p>(D) Removal of the tree is needed in order to construct improvements or otherwise allow conforming use of the property.</p> <p>(E) Proximity of the tree to existing or proposed structures.</p>	<p>(A) The tree is located outside of the developable area of the property.</p> <p>(B) The tree and its location contribute substantially to the aesthetic appeal of the property or the neighborhood.</p> <p>(C) The effect of the requested tree removal on the remaining number, species, size and location of existing trees on the site and in the area, including trees mutually dependent on each other for survival, structural integrity or aesthetics.</p>

(b) Conditions of Approval.

- (1) For each tree removed, the applicant must pay a removal fee or replant trees, or both, in accordance with a schedule adopted by the city council.
- (2) The reviewing authority may impose conditions of approval when City staff have determined that the tree removal may substantially affect erosion or soil retention.
- (3) Conditions imposed by the reviewing authority must be reasonably related to the particular impacts caused by the tree removal and not disproportional to those impacts.

Sec. 25-8. - Permit issuance.

(a) *Permits not associated with development projects.* Permits not associated with a development project shall be issued in writing and remain valid for a period of 60 days from issuance.

(b) *Permits associated with development projects.* Permits approved in conjunction with development projects shall be valid until the expiration of associated project entitlements, unless those entitlements are extended. Permits issued in conjunction with grading or building permits will become valid simultaneously with the issuance of such other permits and the time for completion of the work will commence at that time unless otherwise provided in the permit.

(c) *Posting of permit.* Permits not associated with a development project shall must be posted on the subject property in a location visible from, and not more than 20 feet from, the public right-of-way.

(1) The permit shall be posted no less than 48 hours in advance of any work and remain posted for not less than one week following completion of all work.

(2) For emergency tree removal, the City Manager may waive the 48 hour posting of permit requirement to allow for immediate removal if the tree is creating a danger to persons or damaging real or personal property.

Sec. 25-9. - Enforcement.

(a) In addition to any penalties or remedy, any person who removes or damages a Protected tree in violation of this chapter must pay removal fees and replant trees on or off-site in equal value to the tree(s) removed without benefit of permits.

(b) The City Manager may issue a stop work order on a project, pending submittal of an acceptable mitigation plan providing for replacement trees, or payment of an in lieu fee as determined by the city council, to the city tree planting and establishment fund.

SECTION 2. BCC SECTION 2-166 AMENDED.

Belmont City Code Section 2-166, added by Section 1 of Ordinance 2015-1083, is amended by deleting subsection (c).

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Belmont hereby declares that it would have passed this Ordinance and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

SECTION 5. TREE REGULATIONS OPERATIVE DATE

Sections 1 and 2 of this ordinance are operative on August 13, 2015.

SECTION 6. PUBLICATION AND POSTING

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under Government Code Section 36933, subdivision (c), once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the

summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on May 12, 2015, and adopted the ordinance at a regular meeting held on _____, 2015 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: May 12, 2015

STAFF REPORT

Agency: City of Belmont

Staff Contact: Damon DiDonato, Community Development Department, (650) 637-2908;
ddidonato@belmont.gov

Agenda Title: Text Amendments to the Belmont Zoning and Tree Ordinances

Agenda Action: Ordinances (First Reading)

Recommendation

Consider Planning Commission and Parks and Recreation Commission recommendations, and introduce draft ordinances amending sections of the Belmont Zoning Ordinance (“BZO”) governing residential districts (Section 4), single family design review (Section 13A), parking (Section 8), secondary dwelling units (Section 24), associated definitions (Section 2), and general development regulations (Section 9); and the Tree Ordinance (City Code Chapter 25).

Background

A complete background for the project and commission recommendations on the proposed text amendments are provided within the April 28, 2015 City Council Staff Report (see Attachment D).

April 28, 2015 – The City Council: 1) Provided policy direction for amendments to the Belmont Zoning Ordinance (BZO) and Tree Ordinance (City Code Chapter 25); 2) Adopted a negative declaration for the project; and 3) Directed staff to schedule a public hearing on May 12, 2015 for consideration of ordinances and commission recommendations.

Outstanding Issues

Staff recommends that the Council provide final direction related to the items discussed below, as applicable.

Floor Area for Garages

At the April 28, 2015 City Council meeting, staff was also asked to evaluate potential modifications to the BZO that would eliminate the floor area of garages from the total calculation of dwelling floor area (i.e., incentivize the construction of garages). Staff found that this modification may conflict with the current regulation of floor area by slope and size of lot. Therefore, unless directed otherwise, staff recommends that this provision be studied in connection with any future update of the single-family residential floor area ratio tables.

New Carports

The City Council expressed concern that the amendments to the parking provisions should not incentivize the construction of new carports. Staff has reviewed the language and believes that this concern has been addressed by the proposed revisions. Proposed new homes would be required to have two garage spaces, and existing homes with garages could not be converted to carports. However, one

particular scenario was not discussed: parking upgrades required to homes that currently have no covered parking (a very rare situation). To address this circumstance, staff has included a provision in the ordinance that would require a garage be constructed.

Ordinance Implementation

A discussion of next steps and estimated time frame for implementation of the ordinances is provided beginning on page 7 of this report.

Performance Review

The City Council discussed the possibility of doing a performance review for the ordinance amendments. Should the Council direct staff to return with a performance review, it is recommended that this review occur at least 18 months from the effective date of ordinances. Staff recommends a performance review include: 1) the number of applications; 2) average time periods for review; 3) comments from staff/public; 4) issues/complaints and resolutions; 5) number of appeals and resolutions; and 6) any recommendations for ordinance modifications. Should the City Council want to conduct a performance review then staff recommends that the Council provide direction related to time frame and expected components.

Analysis

As directed by the City Council, staff has prepared draft ordinances amending the aforementioned sections of the Belmont Zoning Ordinance and the Tree Ordinance. A brief summary of the modifications by category is provided below (project description). A detailed explanation of the ordinance modifications is included in Attachment C. The full text amendment language is included in Attachments A (Zoning) and B (Trees).

Summary of Text Amendments – BZO

Single Family Design Review (SFDR) - BZO Section 13A

A tier system of review thresholds and procedures would be established as follows: Tier 1 - Community Development Department; Tier 2 - Zoning Administrator; and Tier 3 - Planning Commission.

The level of review for SFDR would be based on project complexity and potential impacts:

Tier	Project Characteristics	Review Authority
1	<ul style="list-style-type: none">• Ground floor additions up to 499 sf., with top of the addition plate height 12 feet or less, and top of the new roof 18 feet or less, as measured from finished grade.• Enclosure of carports & additions of any size that do not increase the foot print of the home (i.e., underfloor and attic areas that are made habitable).	Community Development Department (CDD)

2	<ul style="list-style-type: none"> Ground floor additions not consistent with Tier 1. Ground floor additions from 500 sf to 999 sf. Upper floor additions up to 499 sf. Combination of upper and lower floor additions up to 999 sf. 	Zoning Administrator (ZA)
3	<ul style="list-style-type: none"> New Single Family Homes Grading more than 500 cubic yards Disturbance of 6,000 sq. ft. or more of site area Upper floor additions of 500 sq. ft. or more Combination of upper and lower floor additions of 1,000 sf. or more SFDR with other PC level entitlements 	Planning Commission (PC)

Neighborhood outreach, public notice, and public hearings for SFDR applications would also be determined by tiers.

Tier	Neighborhood Outreach	Project Notice	Public Hearing	Appeal
1	Not required	Not required	Not required	Planning Commission
2	All projects	Notice to Bordering Property Owners	If requested	Planning Commission
3	All projects	Public hearing notice per Section 11.4.1	Required	City Council

The ordinance amendments to SFDR also include consolidation and rewording of technical standards (findings), and modification of the design-related standards.

SFDR Related items – BZO Sections: 2 (*Definitions*), 4 (*Residential*), and 9 (*General Regulations*)

Section 2 (*Definitions*) - Definitions would be added and modified for consistency with the substantive changes to Sections 4, 8, 9, 13A and 24. Definitions would be added and modified as follows:

Added	Modified
Bordering Properties	Lot Width Average
Residential Design Criteria	Lot Depth Average
Daylight Plane	Lot Depth
Second Story Step-backs	Bedroom
Prescribed Articulation	
Public Views	
Cumulative Gross Floor Area Addition	
Entry Level	
Upper Story Additions	

Section 4 (*Residential*) – This Section would be modified as follows:

- Setback averaging would be removed from the measurement of front yard setbacks (width of right-of-way would continue to be used).
- Additional objective (quantifiable, measureable) review criteria for upper-story additions and specified increases in plate and roof height would be required. These criteria would be contained in a companion document to the Zoning Ordinance (Residential Design Criteria - RDC).
- The maximum floor area would continue to be based on the size of the lot and its slope; however, the stand-alone cap on total floor area permitted for single family homes in R-1 Districts would be raised to 6,000 square feet. This provision would affect only R-1 zoned Lots, not HRO lots where existing caps would remain in effect.

Section 9 (*General Regulations*) - This Section would be modified as follows:

- The provision requiring access from public streets would be eliminated.
- Setback requirements for driveway bridges would be modified such that no Variance would be needed when the bridge is necessary to provide vehicular access to the home.
- Setback requirements for access decks and stairs would be modified such that no Variance would be needed when these features provide access to the entry level of the home.
- The extension of legal, non-conforming side yard setbacks for single family homes in residential districts would be permitted, provided that a minimum of five feet would be maintained for interior side yards, and ten feet would be maintained for street side yards.

Parking – BZO Section 8

Section 8 (*Off-street Parking and Loading*) - Amendments would occur to the single family parking requirements for the number of parking spaces, upgrade of parking, the size and type of parking spaces, and the location of required parking spaces, as follows:

Number of Parking Spaces

- New single family dwellings must have a total of four parking spaces, two of which must be in a garage.
- Existing homes with an addition that expands the bedroom count of the principal unit, or adds a second unit must have the parking spaces specified in Table 8.4.1(a) (see page 5).
- Existing homes with one or more garage spaces may not reduce the number of garage spaces to fewer than two.
- Existing homes without a garage space may use an existing carport for required covered parking.
- Existing single family dwellings that have no existing covered parking and are required to provide covered parking as a result of a bedroom addition, must provide a garage for required covered parking.

Parking Space Requirements for Additions (Upgrade of Parking)

Home with addition	Required Parking # = total required spaces (#) = required covered spaces
Five Bedrooms or more	3(1)
Four Bedrooms	3(1)
Three Bedrooms	2(1)
2 nd unit	+1 up to 4

Size and Type of Parking Spaces

Number of Vehicles	Orientation	New Garage	Existing Garage New or Existing Carport Uncovered Parking
1	N/A	10' x 20'	8.5' x 18'
2	Side-by-side	20' x 20'	17' x 18'
2	Tandem	10' x 40'	8.5' x 36'

Parking Location

Uncovered parking spaces would be permitted to extend into the unused portion of the right-of-way up to the outside edge of street improvements, such as sidewalk, provided they would not obstruct any existing or possible future street improvements that are necessary for public use (i.e., future sidewalk, curb or gutter installation, utility needs, etc.), as determined by the Public Works Director.

Secondary Dwelling Units – BZO Section 24

Section 24 (*Secondary Dwelling Units*) – Ministerial allowances for second units required by state law would not be modified. Amendments would be made consistent with the SFDR tier process and revised parking standards proposed in Sections 13A and 8, respectively. In addition, the thresholds requiring a Conditional Use Permit (CUP) for second units would be modified, and the provision restricting the size of second units to the floor area of the principal unit size would be increased, as follows:

Belmont Second Units – CUP Requirements

	Conditional Use Permit (CUP) Required for 2nd units	
Factor	Current Regulations	Proposed Regulations
Lot Size	Under 8,000 sq. ft.	Under 5,000 sq. ft.
Unit Size	Unit greater than 640 sq. ft.	N/A

Belmont Second Units - Maximum Size and Number of Bedrooms

	Maximum Size and Number of Bedrooms for 2nd units	
Factor	Current Regulations	Proposed Regulations
Size Cap	1,200 sq. ft.	1,200 sq. ft.
Percentage of Main Unit	30%	40%
Number of Bedrooms	2	2

Summary of Text Amendments – Tree Ordinance

The Tree Ordinance is proposed to be reorganized such that all of its sections would be modified. The substantive amendments proposed to the ordinance would include modifications to definitions, review procedures, and tree valuation. In addition, review criteria (findings) would be included within the ordinance for tree removals associated with development review.

Definitions

Definitions would be included for Heritage Trees, Arborist Report, Certification Letter, Dead Trees, Excessive Pruning, Conforming Use, and Standard Tree Protection Measures. Several of these new definitions (Arborist Report and Standard Tree Protection Measures) make reference to documents that would be created by the Parks and Recreation Department and provided at a later date.

Protected Tree

Protected Trees would include: 1) Heritage Trees – coast live oak, valley oak and redwood trees of 10 DBH or greater, city trees, trees required as replacement plantings, and large diameter trees (any tree of 18 DBH or greater except Eucalyptus, Monterey Pine, Palm, and Acacia).

Damage & Severe Damage

The current regulations definition of “*Damage*” which includes any tree impact outside of pruning to increase the health of the tree, would be replaced with a definition of “*Severe Damage*” which would mean any action undertaken which causes or may cause death or significant injury to a tree or its roots, or which places the tree in an irreversible state of decline.

Permit Review Procedure

Under the proposed amendments, the tree regulations would be administered under the same tiered procedure proposed for Section 13A of the Zoning Ordinance.

Criteria for Permit Determination (Findings)

Currently there are no findings (basis for determination) for tree removal related to development review. The proposed amendments would include findings for development review. The reviewing authority's determination to approve, conditionally approve or deny an application for a tree removal permit would be based upon a balancing of the criteria (findings). This balance would occur with both criteria supporting removal and criteria supporting retention of trees. Discretion would be applied in that all criteria would not necessarily be weighted equally.

Tree Valuation & Fee Schedule

The amendments to the tree regulations reference a schedule to be adopted by the City Council, which would identify payments for each tree removed, or the replanting of trees, or both. This schedule would be based on the valuation of trees such that the total amount collected for tree removal fees, and the cost of the required mitigation plantings would not exceed the value of the tree(s) being removed.

Text Amendments - Implementation

For successful implementation of the Text Amendments, staff recommends that the following actions/measures occur:

- 1) Create Residential Design Criteria (RDC) & Modify Residential Design Guidelines (RDG)
 - a) Outreach occurs to design professionals to gather input on RDC and RDG.
 - b) A Study session/public hearing occurs at the Planning Commission.
 - c) The City Council adopts/modifies these companion documents to the Zoning Ordinance.
- 2) Create Tree Valuation Method, Arborist Report Requirements, & Standard Tree Protection Measures
 - a) The Parks and Recreation Director consults with an arborist to develop a tree valuation method, arborist report requirements, and standard tree protection measures.
 - b) The City Council approves the valuation method.
- 3) Develop Application Materials and Handouts, & Coordinate and Create Additional Efficiencies in the Development Review Process
 - a) Staff develops application materials and handouts, and posts items on city website.

- b) Staff identifies specific review processes for Tiers (Single Family Design Review and Tree Removal) and continues work to create additional efficiencies within the development review process.

Tentative Timeline – Zoning Ordinance Amendments

Section 13A (*Single Family Design Review*) and Section 4.2.11 (*Upper Story Additions – Plate Roof/ Height Increases*) require compliance with the RDC. These sections are dependent on the creation of the Residential Design Criteria (RDC), and modification to the Residential Design Guidelines (RDG), which is estimated to be completed on July 14, 2015. Therefore, the amendments to Section 13A and Section 4.2.11 of the BZO will not be enforced until August 13, 2015. The expected timeline for the text amendments to the Zoning Ordinance is as follows:

- Second Reading of Ordinances by City Council - May 26, 2015
- RDC & RDG review by Planning Commission - June 2, 2015, or June 8, 2015 (potential special meeting)
- RDC & RDG – Introduction - City Council – June 23, 2015
- Effective Date of the text amendments to the BZO – June 25, 2015
- RDC & RDG – Second reading by City Council – July 14, 2015
- Effective Date of RDG and RDC – August 13, 2015
- Section 13A (*Single Family Design Review*) and Section 4.2.11 (*Upper Story Additions – Plate Roof/ Height Increases*) enforced - August 13, 2015

Tentative Timeline – Tree Ordinance Amendments

- Tree Valuation Method Review by City Council – June 9, 2015 (Review of Master Fee Schedule)
- Effective Date of the text amendments to the Tree Ordinance – June 25, 2015
- Parks and Recreation Department creates arborist report requirements, and standard tree protection measures, and revises application forms and handouts – August 13, 2015
- Text amendments to the Tree Ordinance enforced – August 13, 2015

Environmental Clearance

An Initial Study was prepared for the project in accordance with the California Environmental Quality Act (CEQA). As a result of the Initial Study, no potential significant environmental impacts were identified for the project. The City published a notice of intent to adopt a Negative Declaration (ND) for a 20-day comment period beginning on March 16, 2015 and ending on April 6, 2015. On April 28, 2015, the City Council adopted a Negative Declaration for the project.

Alternatives

1. Refer back to staff for additional information.
2. Take No Action.

Attachments

- A. Draft City Council Ordinance introducing Zoning Text Amendments (First Reading)
- B. Draft City Council Ordinance introducing Tree Ordinance Text Amendments (First Reading)
- C. Ordinance Modifications Summary
- D. City Council Staff Report, dated 4/28/15

Fiscal Impact

- ☒ No Impact/Not Applicable: The additional workload associated with implementation of the Zoning Text Amendments may require additional staff resources. The Department will monitor this effort to ensure efficiency in the permitting process and should a change in staffing level be necessary, a budget correction will be forwarded to the Council for consideration.
- ☒ Funding Source Confirmed: Permit fees would be modified (reduced) to cover the costs of a modified permitting process, as applicable; however, additional revenues will likely be realized through an increase in the total number of permit applications for planning and building permits, and an increase in tax assessments for additions and upgrades to single-family homes.

Source:

- ☒ Council
- ☐ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☒ Other*

*Publication of Public Hearing Notice as required by law



Meeting Date: May 26, 2015

STAFF REPORT

Agency: City of Belmont
Staff Contact: Gilbert Yau, Public Works Department, (650) 595-7467, gyau@belmont.gov
Agenda Title: 2015 Sewer Rehabilitation Project
Agenda Action: Resolution

Recommendation

Adopt a resolution approving plans and specifications, authorizing advertisement for sealed bids, authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$1.8 million and approving a ten percent construction contingency for the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534.

Background

The City has approximately \$45 million in deferred sewer infrastructure capital projects, with \$33.9 million associated with the repair and replacement of sewer gravity lines. The City routinely video inspects existing sewer lines throughout the City to identify areas of potential deficiencies thereby preventing sanitary sewer overflows, reducing infiltration and inflow, extending the service life of the sewer lines, and complying with public health and environmental regulations. In July 2014 the City Council adopted a sewer rate plan to address the \$45 million in sewer infrastructure needs over the next 15 years. This is the first project to be implemented as a result of that plan.

Analysis

The 2015 Sewer Rehabilitation Project will rehabilitate 6,690 linear feet of sewer gravity lines throughout the City. These priority sewer mains have been identified as having severe structural defects through the City's ongoing sewer line CCTV inspection program. This project will use trenchless technology to rehabilitate 3,250 feet of sewer mains, and will replace 3,440 feet of pipe through open trench construction. Work will also include manhole rehabilitation and sewer lateral reconnections. The project is anticipated to be completed by late 2015 with an estimated construction cost of \$1.8 million.

Alternatives

1. Take no action
2. Refer back to staff for further information

Attachments

- A. Resolution
- B. Location Map

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Sewer Enterprise Fund Account 503-3-730-7073-9030

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2015-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$1.8 MILLION AND APPROVING A TEN PERCENT CONSTRUCTION CONTINGENCY FOR THE 2015 SEWER REHABILITATION PROJECT, CITY CONTRACT NUMBER 2015-534

WHEREAS, City staff and the design engineering consultant have reviewed the existing video logs to identify sewer pipes that have severe structural defects or in a state of disrepair, and which need to be repaired immediately through pipelining and open trench techniques; and,

WHEREAS, the work identified will rehabilitate 3,250 feet of sewer mains, and replace 3,440 feet of pipe through open trench construction; and,

WHEREAS, the estimated construction cost is \$1.8 million which will be funded from account 503-3-730-7073-9030.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Approves plans and specifications and authorizes the advertisement of the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534.

SECTION 2. Authorizes the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$1.8 million and approves a ten percent construction contingency for the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534.

* * *

ADOPTED May 26, 2015, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: May 26, 2015

STAFF REPORT

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, (650) 595-7469, lalvarez@belmont.gov

Agenda Title: Task Order for On-Call Construction Engineering and Inspection Services – 2015 Sewer Rehabilitation Project

Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a task order with Ghirardelli Associates for construction engineering and inspection services in an amount of \$178,187 and a 10% contingency for the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534.

Background

The 2015 Sewer Rehabilitation Project will rehabilitate 6,690 linear feet of sewer gravity lines throughout the City. These priority gravity lines have been identified as having severe structural defects through the City's ongoing sewer line video inspection program. This is the first project to be implemented in addressing the City's \$45 million sewer deferred maintenance needs.

For the 2015 construction season, the Public Works Department will have approximately \$5 million of infrastructure work under construction. This increase in construction activity is a result of successful grant application construction deadlines, and the first stages of the City's program to address sewer infrastructure deferred maintenance. This is more than triple the regular construction workload for the department which has only one construction inspector who is also responsible for permit and stormwater inspections.

In anticipation of the increased construction activity, the City issued a Request for Qualifications (RFQ) for on-call construction engineering and inspection services in August 2014. In response to the RFQ, the City received Statements of Qualifications (SOQ) from 12 firms to provide the needed services, and selected Ghirardelli Associates as one of its on-call engineering consultants.

Analysis

The scope of this task order with Ghirardelli Associates for the 2015 Sewer Rehabilitation Project includes bid support services, contractor submittal review and coordination, construction quality assurance and inspection, scheduling, contract change and claims management, document management and control, community outreach, and project closeout activities. The total task order cost with contingency is \$196,006.

Alternatives

1. Take No Action
2. Refer back to staff for further information

Attachments

- A. Resolution
- B. Ghirardelli Associates Scope of Work

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Total cost with contingency is \$196,006. Funds are available in account 503-3-730-7073-8331

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

*

City of Belmont
2015 Sewer Rehabilitation Project**Scope of Services****Preconstruction/Bidding Stage**

The Ghirardelli Team, led by Construction Manager, Mary Erchul, P.E, shall assist the City in moderating the design process, developing the procurement package, supporting the City through selection and bid protests and managing the construction work through active involvement with day to day activities on the project sites to ensure quality work and accurate billing in compliance with the contract documents.

Ghirardelli Associates will lead the pre-construction meeting. Ghirardelli Associates will prepare the pre-construction meeting agenda for the City's review. Ghirardelli Associates will assure that critical construction contract issues, concerns, and details are brought to the contractor's attention in order to facilitate a common understanding of how the work will proceed throughout construction. Meeting minutes will be prepared and distributed to ensure that all discussions, agreements and understandings are documented for the permanent project records.

Construction Stage**Submittal Coordination**

Submittal management requires the Resident Engineer to quickly disseminate them to the appropriate reviewers (or review personally). Submittals will be tracked throughout the review process and will be on the agenda at weekly meetings.

- Review and approve contractor submittals required by the construction contract plans and specifications.
- Manage submittals from the contractor, tracking date submitted, duration for review, making sure that submittals are reviewed and returned within the allotted time to prevent any delays.
- Review and approve contractor's working drawings and technical submittals, including traffic control plans, SWPPP, concrete and mix designs.
- Coordinate and track any designer and other oversight agency required submittal reviews; and press for timely turn-around by all parties.
- Provide comments to designer reviewed submittals for constructability and construction issues.

Construction Meetings

Progress meetings will be held to discuss issues, project progress and to prepare for upcoming work. Meeting minutes will also be prepared, distributed and filed to record discussions and agreements.

As needed, pre-operation meetings will be held for planning and organizing major activities, such as road closures and paving operations. The pre-operation meetings will be to ensure that all possible scenarios are covered and contingency plans are ready for execution if there are unforeseen incidents.

Contractor shall provide a 3-week look ahead schedule which alerts advance notice and allows us to review schedule impacts to minimize disruption to project progress and ultimately costs.

Additionally, these meetings provide the City with accurate intelligence to post through Twitter for public outreach and community awareness. Due to other City projects ongoing and upcoming we can minimize conflicts between various City departments and their respective contracts.

Issues Management

Coordinate, manage and respond to Requests for Information (RFI's) submitted by the contractor. Track RFI's sent to the designer and other oversight agencies for their input and press for timely turn-around by all parties. Ghirardelli Associates will coordinate all communication with the design consultant and oversight agencies on requests for information from the contractor. Coordinate and conduct meetings with the contractor, designer and oversight agencies for RFI's, when appropriate to resolve and clarify complex issues.

Scheduling

Ghirardelli Associates will review the Contractor's schedule submissions for compliance with the specifications and will compare work progress against the schedule. We understand that getting the contractor's schedule "right" at the beginning of the project will help head off or resolve claims that may develop as the project progresses. Long- and short-term schedules will be an item on each weekly meeting agenda.

Review work progress as compared to the planned schedule and notify contractor of schedule slippage. Ghirardelli Associates will review and approve monthly updates to keep close track of the work progress so that any potential delays can be mitigated early. We will analyze the schedule to determine any impacts due to weather and change orders. We will work with the contractor to develop plans to recover from any schedule slippage to bring the project in on time.

Progress Payments and Cost Control

Ghirardelli Associates will review Contractor's progress payment requests for agreement with percent of work completed and compliance with the contract documents. We will make recommendations to the City regarding acceptability of the payment request based on this review. If the Contractor is agreeable, the Ghirardelli Inspector will meet with the Contractor's field personnel to discuss and achieve consensus on the Contractor's payment application a day or two before the monthly Progress Payment Request is submitted – In our experience, this helps to reduce discrepancies and disagreements and therefore expedites review and approval.

Ghirardelli Associates will prepare quantity calculations, including any contract change orders and progress pay estimates on a monthly basis to support the pay estimates. We will file and maintain quantity calculation sheets as required. We will provide inspection, testing, coordination, and documentation to support work completed and accepted for payment.

Contract Change Orders

Ghirardelli Associates will compare work completed with work planned to identify quantity overruns/underruns and take action to minimize and eliminate extra work. Evaluate, negotiate, prepare and execute all change orders and justification memorandums.

- Ghirardelli Associates will evaluate change order requests against the contract documents and the required work. We will develop independent cost and schedule estimates and negotiate equitable agreements with the Contractor for change order work.
- We will provide input to the design engineer on any design changes needed for the project.
- We will make recommendations to the City on changes and their impacts to the project schedule and budget.
- If warranted, Ghirardelli will prepare extra scope and work authorizations for City approval. Ghirardelli will track all work on the project including additional time or scope allowed by change orders through daily inspection reports.
- As part of daily construction management, the Inspector will be alert for conditions that may lead to potential changes, and will inform the RE as well as take available action in the field to eliminate the condition or mitigate its effect. The inspector will work closely with the contractor to identify problems as

early as possible. Our field personnel will take every available action to eliminate “conditions” or mitigate their effect.

- We will negotiate alternate work plans to keep the work on schedule and negotiate time extensions due to change orders and other delays as a last resort.
- Changes and potential changes will be topics covered in weekly meetings and each issue will be tracked until resolved with documentation in the meeting minutes of final resolution.

Dispute Management

Identify potential claims and make recommendations to resolve said claims. Ghirardelli Associates will identify actual and potential problems associated with the construction project and recommend sound engineering solutions to the City.

Ghirardelli Associates will recommend a plan of action to anticipate and to mitigate problems that arise during construction. Ghirardelli Associates will take the lead in identifying, negotiating and resolving any potential claims. With her extensive experience with claims analysis and claims mitigation, Mary Erchul, P.E., will take the lead to mitigate all claims on this project. Mary will meet regularly with her team and the Contractor to establish a forum for identifying problems and issues in advance of the work being performed in order to mitigate delays and cost impacts.

Construction Quality Assurance Inspection

Ghirardelli Associates will inspect the construction elements of the project as required by the construction contract plans and specifications. We will perform all field inspection activities to monitor compliance with the contract plans and specifications. Record and report all construction activities and maintain reports in a project file.

- We will schedule necessary sampling and testing of materials for the project in accordance with the project specifications. We will inspect all material and equipment delivered to the project for compliance and to ensure that materials being delivered are those that were inspected at the source.
- Ghirardelli Associates will also review the contractor’s weekly certified payroll for compliance with prevailing wage requirements.
- Maintain daily construction diaries that include documentation of the work progress. Record all items of work, labor, equipment, materials incorporated, materials tested, and any other pertinent information in a daily diary for permanent record of events.
 - ✓ Project photographs and video documentation of project progress and major work components will be done on a weekly basis and kept for permanent records to support disputes and verify quality for acceptance.
- Perform field quantity measurements and reporting to support monthly progress payments of completed work.
- Ghirardelli Associates will inspect the work for acceptance. Any non-conforming work will be documented and included in the punchlist for completion. All non-compliant work will be track and taken off the list for acceptance when the work is completed to our satisfaction, meeting the contract requirements.
- As the Contract nears completion, the Ghirardelli Team will coordinate a “walk through” including the contractor, the design staff, and City representatives to develop the actual punchlist. Ghirardelli will then monitor the Contractor’s progress in completing the punchlist items and will ensure that no additional items are created in the process. Reports on the contractor’s progress in correcting punchlist items will be reported to the City daily or as requested.

Reports

All members of the Ghirardelli Team will prepare daily reports. Both the Resident Engineer and Inspector will prepare project reports documenting daily activity, conversations, and coordination. Additionally, we will prepare weekly progress reports that summarize the work completed, work planned for the following week, contract time elapsed, work completed, and project budget.

On a monthly basis, Ghirardelli Associates will prepare monthly progress reports summarizing issues, status of any change orders, any notices of potential claims (NOPC), outstanding submittals and RFI's, and the budget and schedule for the work.

Project Safety

Ghirardelli Associates will review, and approve the contractor's safety program and ensure that it meets all Cal-OSHA regulations. We will enforce the safety program and make sure that all project personnel follow the requirements. We will "shut-down" the project for any unsafe conditions and make sure that the contractor makes necessary corrections for compliance and focuses on safety first.

Customer Service/Public Outreach

As part of the community outreach and public information program, Ghirardelli Associates will help maintain a project website or Facebook page that will provide information on project progress, upcoming activities, and planned closures. The site will include contact information to communicate with the Construction Manager, for any specific questions or concerns. Mary Erchul, Construction Manager will be the single point of contact for the community relations program. She will provide the necessary information regarding construction activities.

Project Close-out

- Ghirardelli Team, will maintain a complete set of contract plans in the field office which shows all as-built changes. These drawings will be updated regularly so that a complete set of redline drawings can be turned over to the designer as soon as possible following the completion of construction operations.
- Ghirardelli will monitor the Contractors progress in completing the punchlist items. We will document completion of each punchlist item for acceptance.
- At substantial completion, the Resident Engineer and the Inspector will review the plan set; any discrepancies between the plan and on-site conditions will be included in the punch list as items to be corrected on the As-built plans prior to final completion.
- Prepare as-built drawings; track, log and redline changes and certify that the project was built according to the as-built drawings. Provide as-built drawings to the City design consultants for preparing CAD files.
- Ghirardelli Associates will negotiate, close out and resolve all remaining issues and potential claims at the project level. Meetings to resolve changes and unresolved disputes will be facilitated with City Project Manager and Contractor's Management to finalize all issues.
- Ghirardelli Associates will prepare the Proposed Final Estimate (PFE) for acceptance by the contractor and the Final Payment to the City for close out of the project.
- We will perform final inspections and prepare all required documents for project close-out for the City's Project Manager. We will complete all documents including, Report of Completion, Materials Certificate, Final Inspection Report, Detailed Estimate and Summary, Change Order Summary, Report of Expenditures and Final Invoice.
- Ghirardelli Associates will submit all records and documents to the City on a daily, weekly, or monthly basis and a complete project set upon final completion of the project. The Ghirardelli Associates will coordinate with City Project Manager on the format for any electronic files if requested.

City of Belmont

Fee Schedule

Construction Management and Inspection Services

2015 Sewer Rehabilitation Project

May 15, 2015


Ghirardelli
 ASSOCIATES

	Construction Manager		Resident Engineer		Construction Inspector		
Staff	Mary Erchul, PE		Victor Livingston, PE		Tony Candotti		Cost Per Task
Billing Rate	\$211.07		\$179.54		\$149.29		
Pre-construction/Bidding Stage	16	\$3,377.12	16	\$2,872.64	16	\$2,388.64	\$8,638.40
Construction Stage*	40	\$8,442.80	160	\$28,726.40	800	\$119,432.00	\$156,601.20
Project Close-out	16	\$3,377.12	40	\$7,181.60	16	\$2,388.64	\$12,947.36
GRAND TOTAL	72	\$15,197.04	216	\$38,780.64	832	\$124,209.28	\$178,186.96

* Based on 20 week/100 working days project duration.

NOTES:

1. Rates are subject to prevailing wages requirements.
2. Rates include vehicles, computers, cell phone, and camera, as required.

Fee Schedule for Proposed Staff

Name	Hourly Rate	OT (1.5x)	DT (2x)
Mary Erchul, PE	\$211.07	\$211.07	\$211.07
Victor Livingston, PE	\$179.54	\$179.54	\$179.54
Tony Candotti	\$149.29	\$181.19	\$213.09

RESOLUTION NO. 2015-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING A TASK ORDER WITH GHIRARDELLI ASSOCIATES FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES IN AN AMOUNT OF \$178,187 AND A 10% CONTINGENCY FOR THE 2015 SEWER REHABILITATION PROJECT CITY CONTRACT NUMBER 2015-534

WHEREAS, the scope of this task order includes bid support services, contractor submittal review and coordination, construction quality assurance and inspection, scheduling, contract change and claims management, document management and control, community outreach, and project closeout activities; and,

WHEREAS, the task order will be funded from Account 503-3-730-7073-8331/Engineering-Architectural.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Authorizes the City Manager to execute a task order for \$178,187 and a 10% contingency with Ghirardelli Associates for construction engineering and inspection services for the 2015 Sewer Rehabilitation Project, City Contract Number 2015-534.

* * *

ADOPTED May 26, 2015, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Agency: City of Belmont and Belmont Fire Protection District
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435, tfil@belmont.gov
Agenda Title: Introduce FY 2016 Budget
Agenda Action: Discussion and Direction

Recommendation

No action is required at this time. The Council may give direction to staff regarding the Proposed FY 2016 Budget. A public hearing has been set for June 9th to consider adopting the budget.

Background

The purpose of tonight's discussion is to introduce the Proposed FY 2016 Budget to the City Council. At the close of the discussion, it is recommended that the City Council continue consideration of the Proposed Budget to June 9th for a public hearing and adoption.

During the course of the last several months, the City Council has held several discussions and provided direction to staff on priorities for consideration in the Proposed FY 2016 Budget. Staff incorporated those priorities into their department work programs and developed a Proposed Budget.

Analysis

Purpose

The purpose of this evening's discussion is to introduce the Proposed Budget to the City Council. The following topics will be covered:

- Summary and Policy
- Assumptions
- Analysis
- Obligations
- Priorities
- Forecast
- Department Budget Review
- Capital Improvement Plan
- Next Steps

Budget Document

The Budget document is broken into five tabs. The following is a summary of the key items included in each tab:

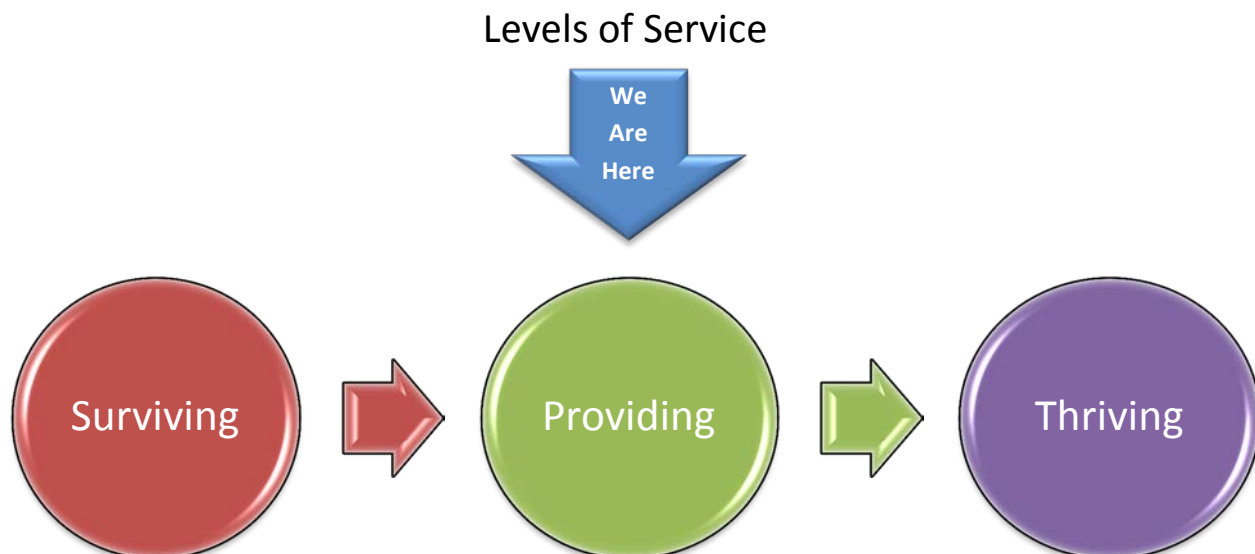
- Tab 1 Budget Brief
- Tab 2 Summaries and Operating Budgets
 - *Fund Recap-Fiscal Years 2015 through 2016.* This schedule provides a one-page summary of all City funds reflecting the total resources and total uses, as well as fund balances.
 - *Statement of Revenues, Expenditures & Changes in Fund Balances.* This schedule provides a one-page summary of resources and uses broken down by major category and summarized

by fund type the estimates for FY 2015 and proposed FY 2016.

- *Revenues and Other Sources & Expenditures and Other Uses by Fund and Function.* This schedule provides a detailed listing of all revenues and a summary of expenditures by division. This reflects two years of actual results, the current year's budget and the estimated results, and the proposed budget.
- *Department Summary by Division and Expenditure Classification.* This schedule provides a departmental summary of expenditures by classification of the proposed budget.
- *Expenditure Summary by Account.* This schedule provides a city-wide summary of expenditures by account. This reflects two years of actual results, the current year's budget and the estimated results, and the proposed budget.
- Tab 3 Capital Improvement Program
 - *Capital Improvement Program Project Listing.* This schedule provides a city-wide summary of capital improvement projects for the next five years.
- Tab 4 Miscellaneous City and Budget Materials
 - Permanent Staffing Plan by Department
- Appendix
 - Budget policies

Budget Summary

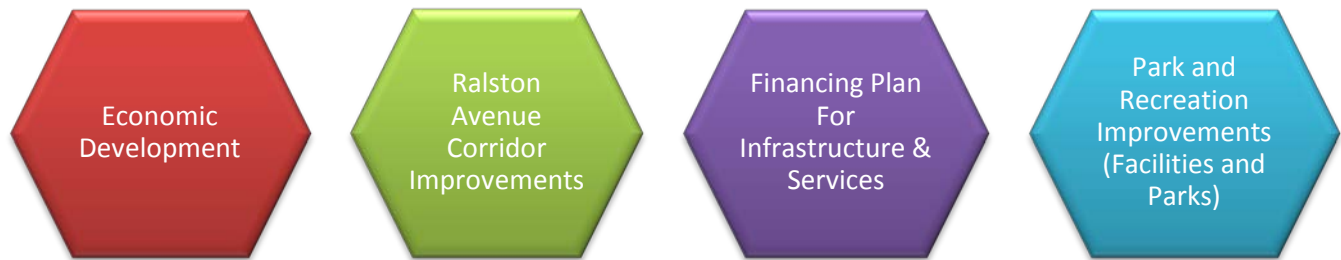
Last year marked a significant financial milestone from preceding years and the City was able to stabilize operations and avoid imposing cuts and service reductions. Belmont has benefited from innovation, fiscal discipline, an improved economy, and collaboration with the City's employees in achieving sustainable benefits. However, if left unaddressed the sheer magnitude of the City's infrastructure needs will threaten the recent success in stabilizing operations. The proposed FY 2016 Budget estimates an ending General Fund Unassigned Balance of \$6.6M (see table below for summary budget information).



In past year, the State has negatively impacted the City's budget. Presently, there are no known negative impacts proposed. There is, however, a prior issue with the State that poses some risk to the City, namely the K-12 Local Control Funding Formula/Triple Flip removes local funds from cities and counties to reduce the State's obligation to local schools. The County Controller's Office has advised the new formula could eventually eliminate the entire \$700K of the City's excess ERAF property tax.

In FY 2016 alone, the County of San Mateo reported a \$3.5M shortfall in the fund that collects excess ERAF and has made a request to the State to backfill that amount.

While funding has been incorporated for the Council's Top 4 Priorities, including 1) Economic Development, 2) Ralston Avenue Corridor Improvements, 3) Financing Plan For Infrastructure and Services, and 4) Park and Recreation Improvements (Facilities and Parks), this Budget gives the Council additional flexibility in meeting the needs of the community by allocating an additional \$0.4M in one-time funds to make strategic investments in priorities deemed of highest importance.



There is, however, a significant level of unmet need related to deferred maintenance of the City's infrastructure, which is now at over \$190M and represents a threat to the City's long-term financial well-being.

Another influence on the FY 2016 Budget has been the public outreach for the General Plan Update and Community Priorities, which are elements of the Top 4 Priorities. So far, over 1,800 residents have participated in a community survey indicating their priorities for Belmont.

The top community priorities conveyed included:

- Maintaining 911 emergency response times. Over half of the City's General Fund budget goes to public safety – helping to maintain rapid 911 response times.
- Fixing streets. Belmont's deteriorating neighborhood streets are rated the worst in the County and rank in the bottom 7% of the entire Bay Area. Fixing our streets will improve road safety.
- Improving storm drains. Improving the City's 50-year-old, deteriorated storm drain infrastructure will help protect streets, property and the water quality of our creeks and Bay.
- Maintaining parks, open space, and sports fields. Well-maintained parks and sports fields provide our children with safe places to play.
- Protect and maintain Senior and Youth services.

It is a challenge for the City to be responsive to the resident's priorities within the current fiscal limitations, particularly given that over the last 20 years, the State has taken over \$15.5 million from the City.

Budget Analysis

The following charts depict the major changes in expenditures in the proposed FY 2016 Budget from the prior year.



Changes	Amount
Refunding of Sewer Bonds	\$11.3M
Contribution to SVCW CIP	3.7M
Sewer Improvement Projects	3.5M
Street Improvement Projects	1.7M
Park Improvement Projects	0.9M
New/Refurbished Fire Engines	0.8M
General Plan Update	0.6M
Downtown Precise Plan	0.3M
Improvements to Fire Station 15	0.2M
Other	4.9M
Total	\$27.9 M

The FY 2016 General Fund Budget is balanced and the City's five-year forecast predicts stable reserve levels for the planning period. Future fund balances are projected to be above the \$5M minimum reserve requirement and the policy reserve target of 33% operating expenditures.

The following table summarizes the proposed revenue and expenditure appropriation budget for FY 2016.

FY 2016 Budget Summary						
Funds	Revenues	Other Sources	Expenditures	Other Uses	Assigned Fund Balance	Unassigned Fund Balance
General Fund	\$21,062,816	\$336,583	\$17,680,408	\$3,781,573	\$1,949,439	\$6,573,487
Belmont Fire Protection District	10,654,277		9,911,655	188,233		5,550,415
All Others	31,143,169	25,669,478	39,777,890	15,098,057	10,609,987	27,059,594
Total	\$62,860,262	\$26,006,061	\$67,369,953	\$19,067,863	\$12,559,426	\$39,183,496

The proposed Budget provides a full complement of staff to the community with 125.85 permanent full time equivalents (FTE) positions employed by the City, which is an increase of 1 FTE from the prior year, and another 23 FTE positions in the Belmont Fire Department.

Capital Improvement Plan (CIP)

The FY 2016 Budget includes a five-year CIP totaling \$44.7M, of which \$10.6M is recommended for the next year. The majority of the CIP is devoted to street and sewer/storm improvements.

Policy Considerations

Consistent with the City's prudent fiscal approach, the FY 2016 Budget proposes a number of items designed to further reduce the City's exposure to risk. Staff seeks Council concurrence on the following items below, which have been included in the Budget:

- Allocation of \$400K to fund one-time funds to make strategic investments in priorities deemed of highest importance.
- One-time allocation of funding to replenish the \$1M reserve for Emergency Repairs.
- Increasing the on-going contingency allocation to \$100K.
- Prefunding 50% of the contractually obligated accrued leave at the time of employee separation.
- Creating a reserve set-aside for the Belmont Fire Protection District's facilities and fleet needs.

Staff further suggests the Council discuss the items below, which have not been incorporated into the proposed Budget as additional study is required.

- Advance funding the Belmont Fire Protection District's portion of the Belmont-San Carlos Fire Department's CalPERS side fund legacy obligation.
- Appropriate a portion of the one-time contingency allocation and Emergency Repair Fund to the Ralston Avenue Corridor Improvement Project.

Augmenting the presentation, Department Heads will be providing an overview of their departments and will be available to answer questions regarding their financial plans for the upcoming year.

Next Steps

A Public Hearing is scheduled for June 9th to adopt the budget. This is designed to allow additional time to review the budget document and incorporate any changes thereto. At this meeting, Council will be asked to adopt the following:

- Resolution establishing the base revenue, appropriations (expenditure), capital improvement program budget, and permanent staffing plan for the year.
- Resolution approving Article XIII B appropriations (Gann Limit).
- Resolution Establishing the Special Tax for Community Facilities District No. 2000-1 (Library Project)
- Resolutions to the Annual Report for Collection on the Tax Roll:
 - Storm Drainage Fees (NPDES)
 - City's Share of the Silicon Valley Clean Water Sewer Treatment Plant Expansion
 - Sewer Services Fees

The Master Revenue Schedule will be presented at a future date once the consultant's study of fees has been completed.

Audit Committee Recommendations and Review

As part of the City's budget development process, the Audit Committee will review the proposed FY 2016 Budget and provide recommendations. The Audit Committee will review the Budget at a special meeting on June 2nd at which point they will make a recommendation regarding adoption of the proposed Budget.

Follow-Up

Advertise public hearing on June 9th for final adoption of the Budget.

Alternatives

1. With direction, refer to staff for further consideration.
2. Take no action.

Attachments

- A. Presentation-FY 2016 Proposed Budget Introduction
- B. FY 2016 Budget Brief

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Refer to FY 2016 Budget Summary above. Implementing budget resolutions will be provided at the June 9th Council meeting.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☒ Other*

* The proposed FY 2016 Budget is available for public review in the City Clerk's Office, the Belmont Library, and on the City's website.



City of Belmont

FY 2016 Proposed Budget Introduction

May 26, 2015

Agenda

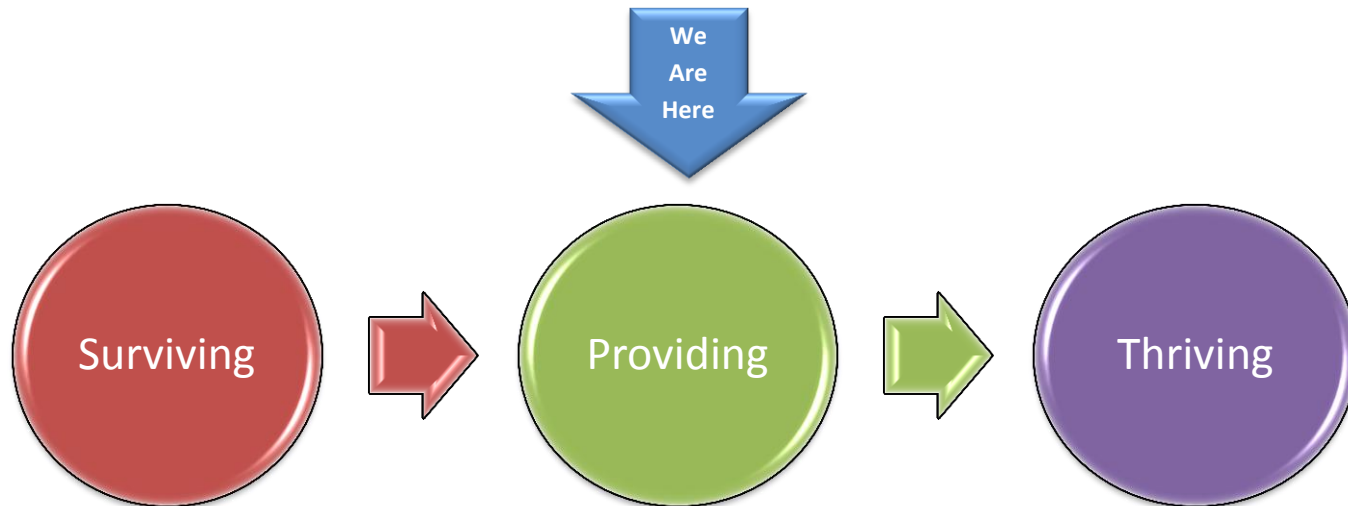
- **FY 2016 Budget Overview**
 - Budget Brief
 - Summary and Policy
 - Assumptions
 - Analysis
 - Obligations
 - Priorities
 - Forecast
 - Department Budget Review
 - Capital Improvement Program
- **Next steps**

Summary and Policy

Summary

Moving Beyond Just Surviving

Levels of Service



Summary (cont.)

- Operations stabilized
- Cuts and service reductions avoided
- Budget reflects-
 - Innovation
 - Fiscal discipline
 - Improved economy
 - Sustainable employee benefits
- Aging infrastructure-
 - Threatens stability
 - One-time funds for emergency repairs
- Total Revenues/Sources \$88.9M
- Total Expenditures/Uses \$86.4M
- General Fund Unassigned Balance \$6.6M
 - Above the \$5M minimum reserve
 - Meets 33% operating target level

Summary (cont.)

- Aging infrastructure leads to community engagement effort on highest priorities
 - Over 1,800 residents have indicated their priorities
 - The top community priorities conveyed include:
 - Maintaining 911 emergency response times
 - Fixing streets
 - Improving storm drains
 - Maintaining parks, open space, and sports fields
 - Protect Senior and Youth Services
 - Options for alleviating the problem
- Challenge for the City to be responsive
 - Current fiscal limitations
 - State has taken over \$15.5M last 20 years

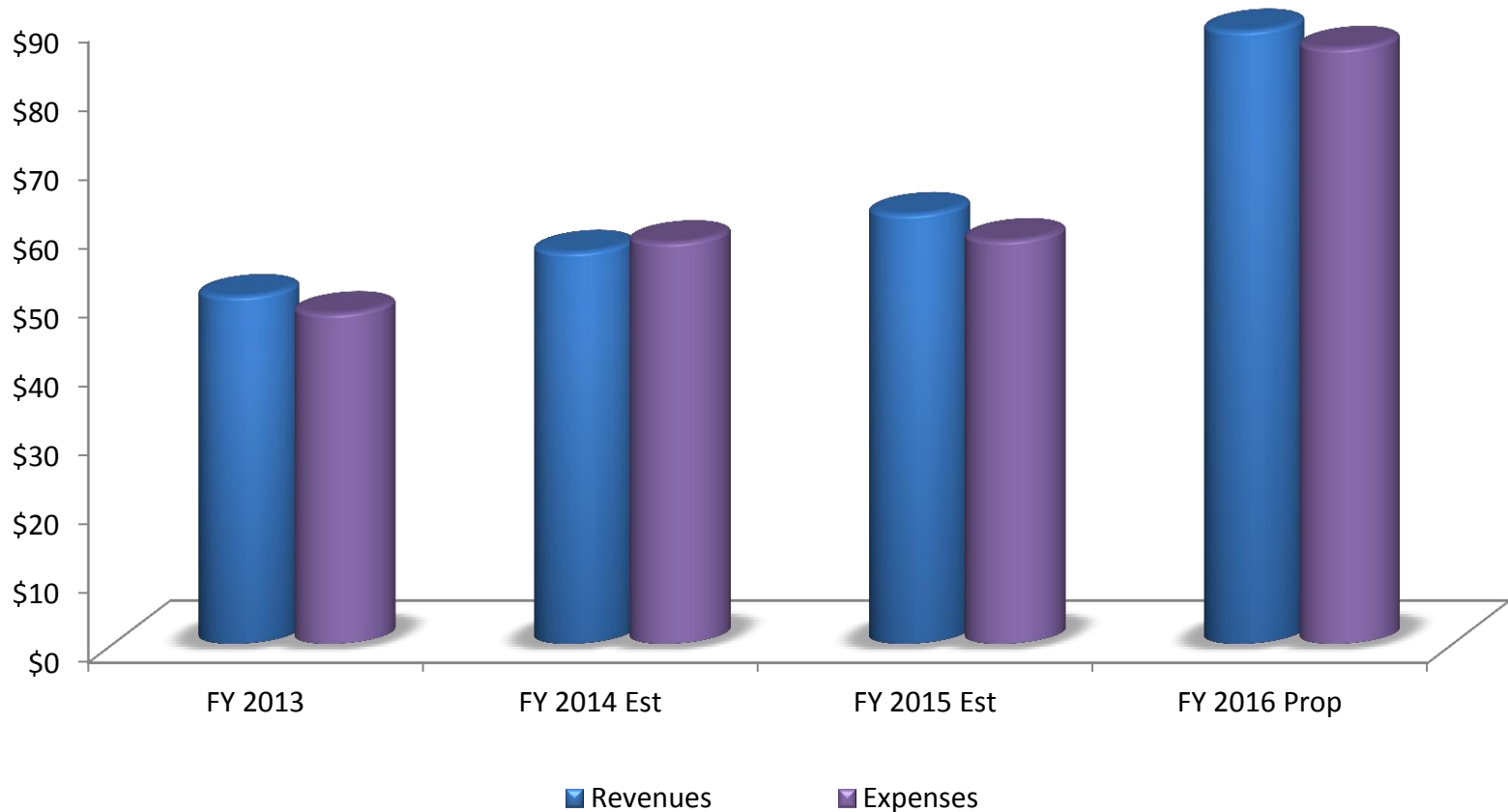
City Budget Policies

Policy	Complies	
	Yes	No
Balanced Budget	✓	
General Fund Reserve Target	✓	
Belmont Fire Reserve Target	✓	
Contingency	✓	
Fees	✓	

Analysis

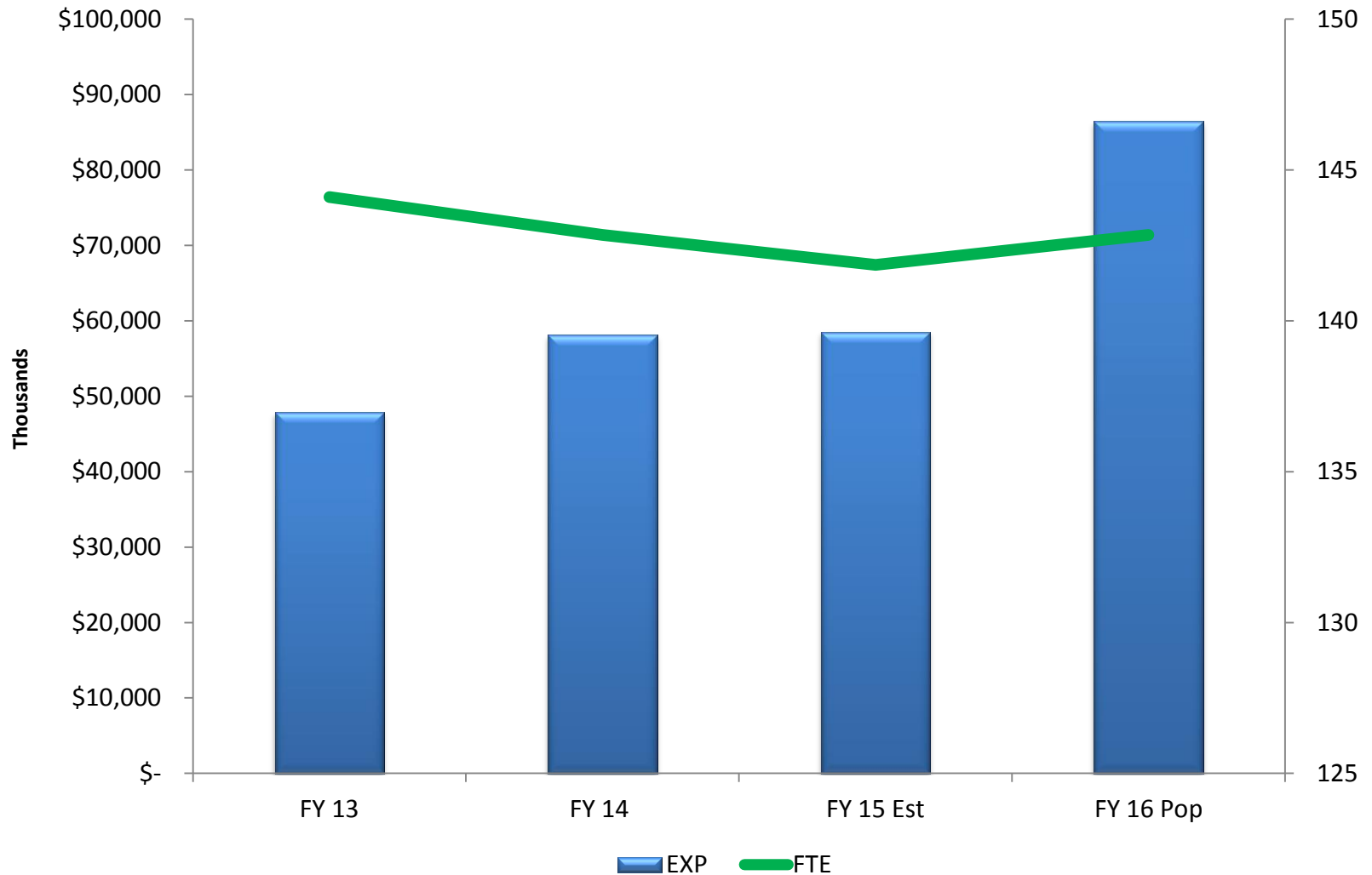
Total City Revenues and Expenditure Trends

(in Millions)



Total City

Total Expenditures & Staffing Trends

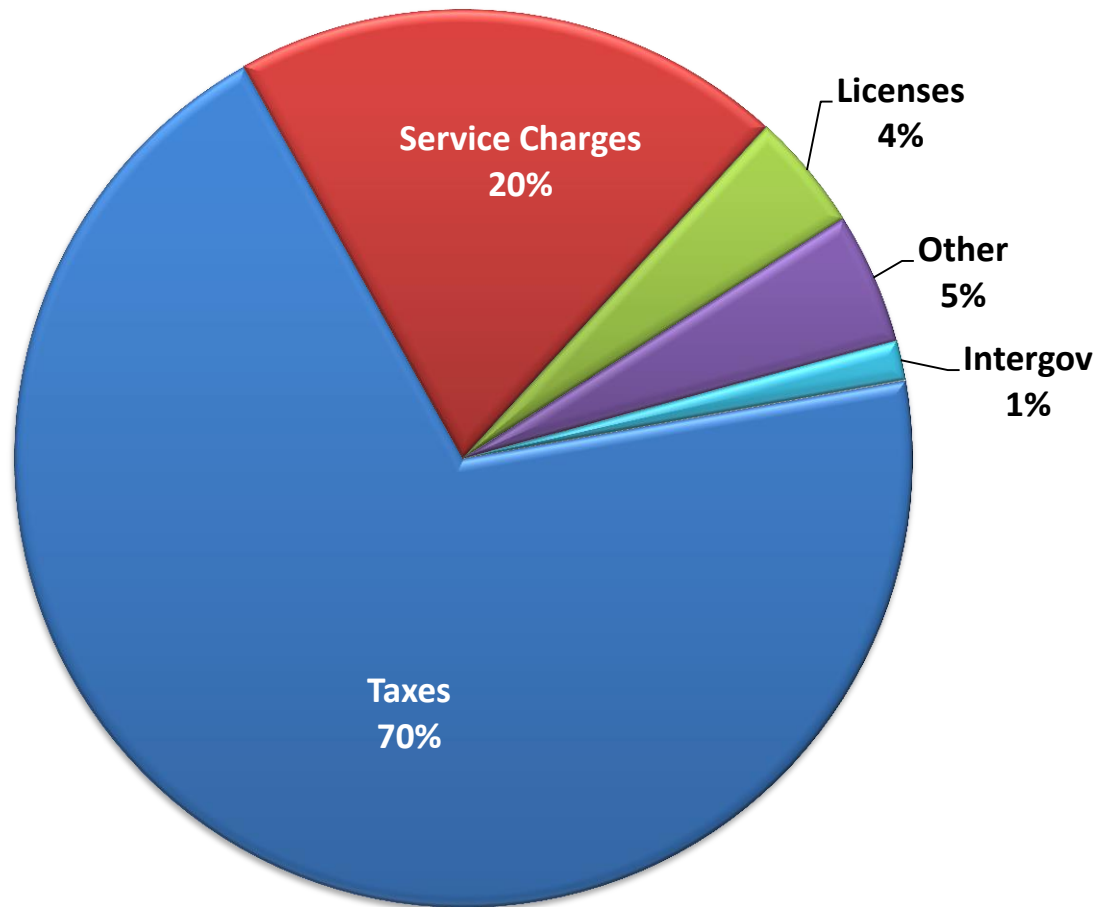


Major Changes

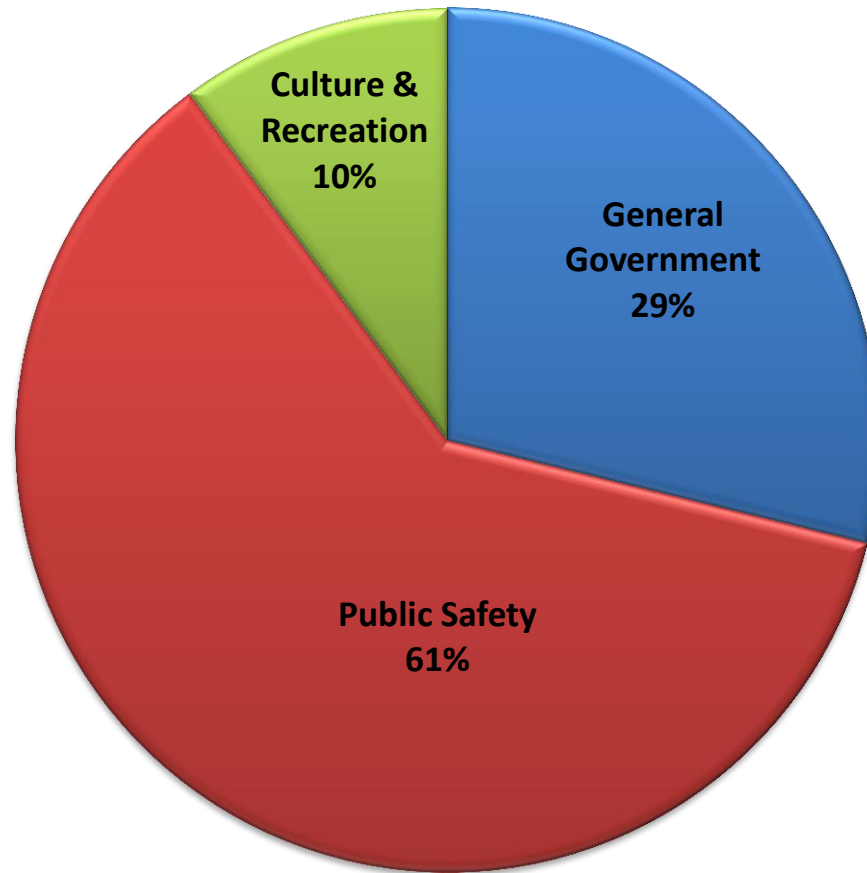


Changes	Amount
Refunding of Sewer Bonds	\$11.3M
Contribution to SVCW CIP	3.7M
Sewer Improvement Projects	3.5M
Street Improvement Projects	1.7M
Park Improvement Projects	0.9M
New/Refurbished Fire Engines	0.8M
General Plan Update	0.6M
Downtown Precise Plan	0.3M
Improvements to Fire Station 15	0.2M
Other	<u>4.9M</u>
Total	\$27.9 M

General Fund Revenues

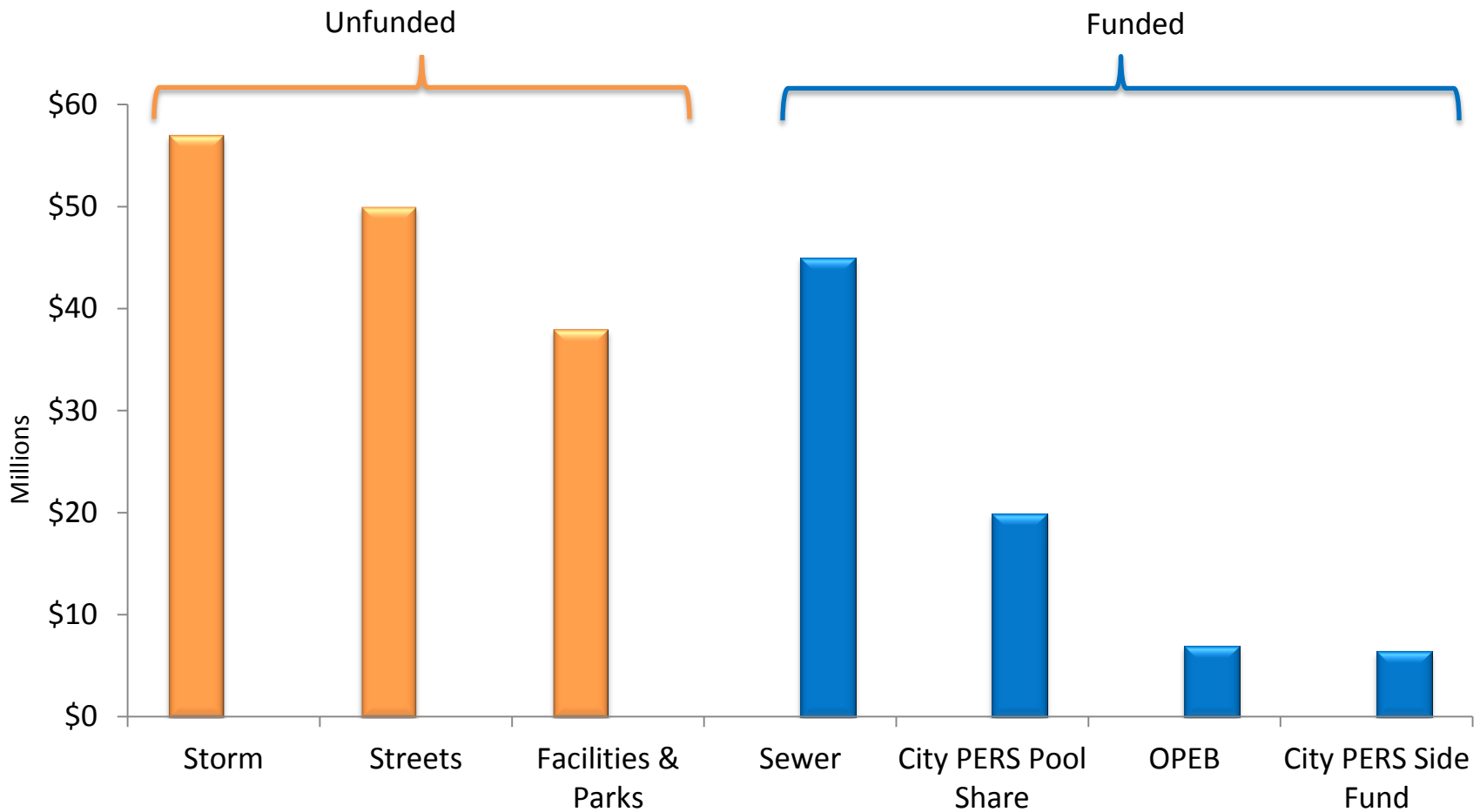


General Fund Expenditures



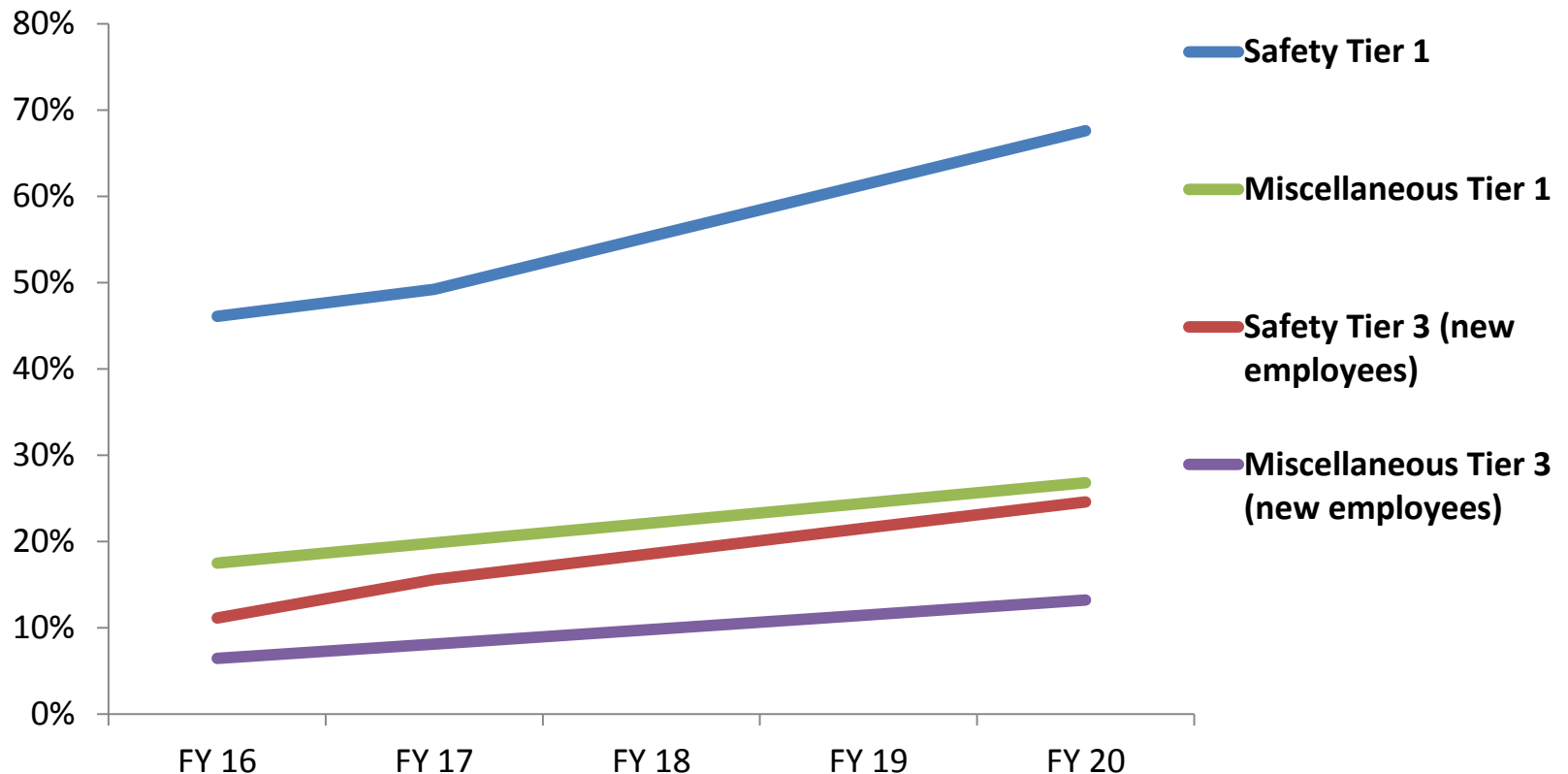
Obligations

Capital and Retirement Obligations



Projected PERS Rate Increases

FY 16-FY 20 Constant \$
Safety \$294K Miscellaneous \$159K



Priorities

Top 4 Priorities

Economic
Development

Parks & Recreation
Improvements
(Facilities and
Parks)

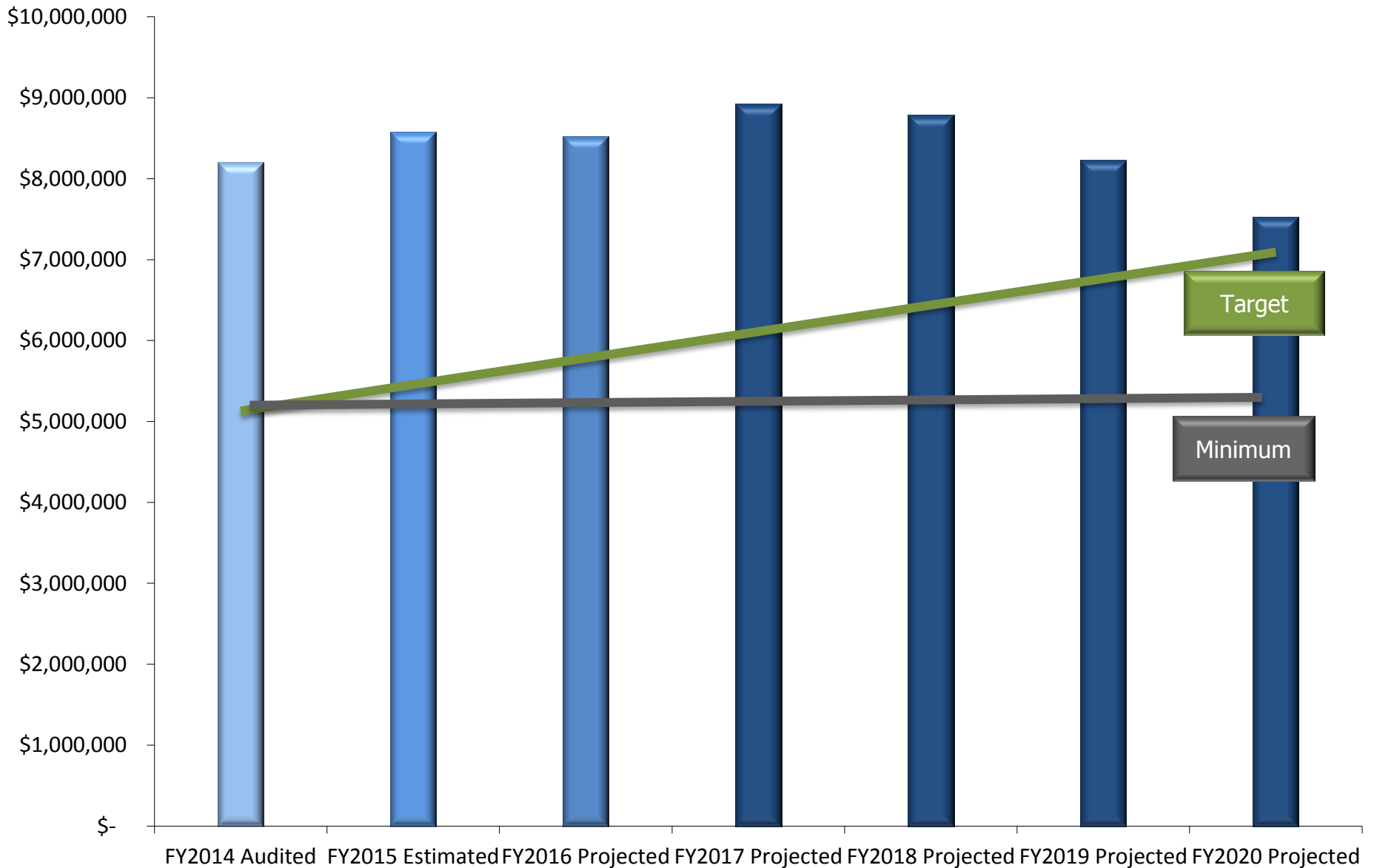
Ralston Ave.
Corridor
Improvements

Financing Plan for
Infrastructure and
Services

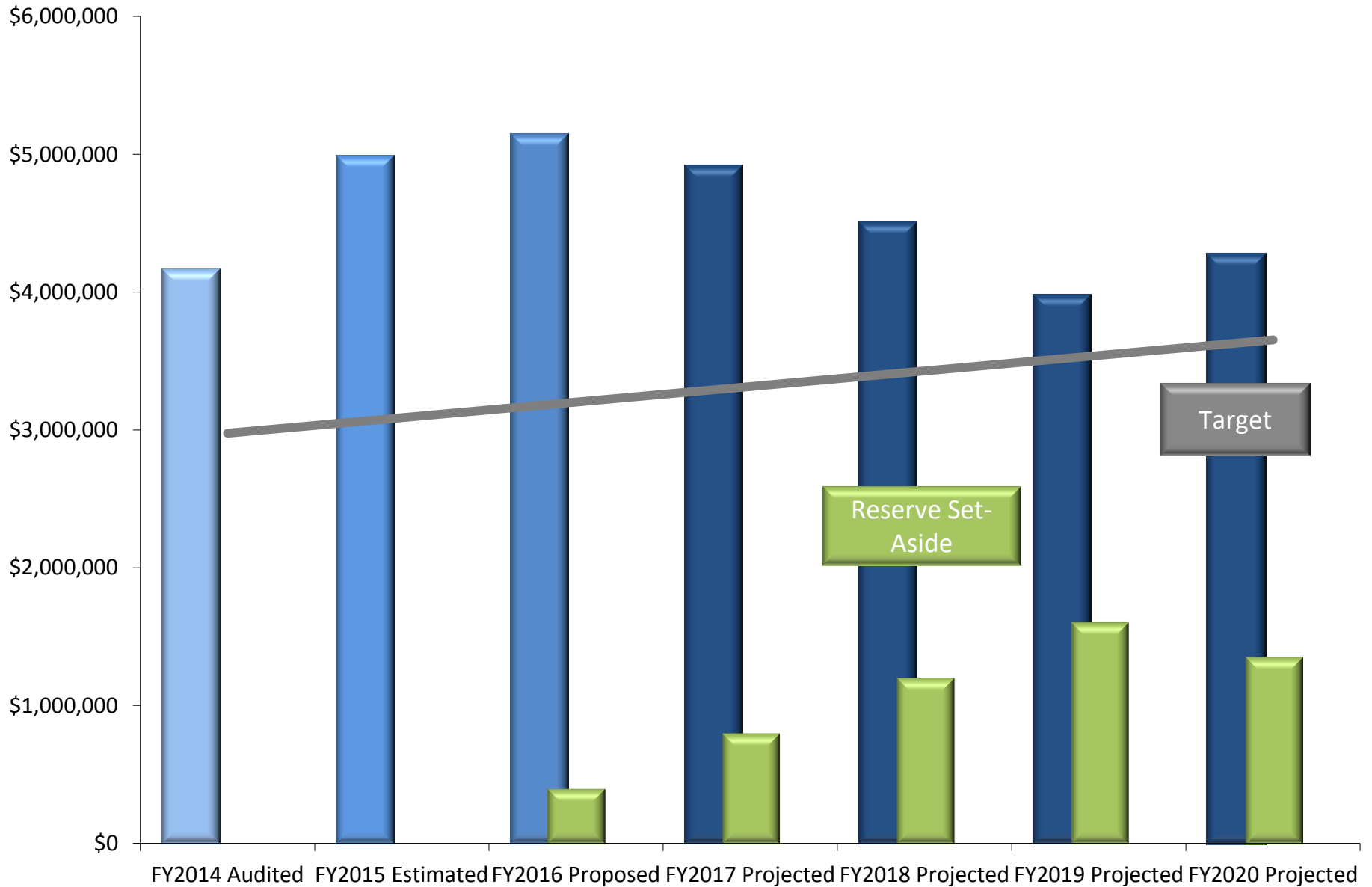
Forecast

City of Belmont

General Fund Balance - 7 Yr Trends & Projections



Belmont Fire Protection District Fund Balance - 7 Yr Trends & Projections



Department Budget Review

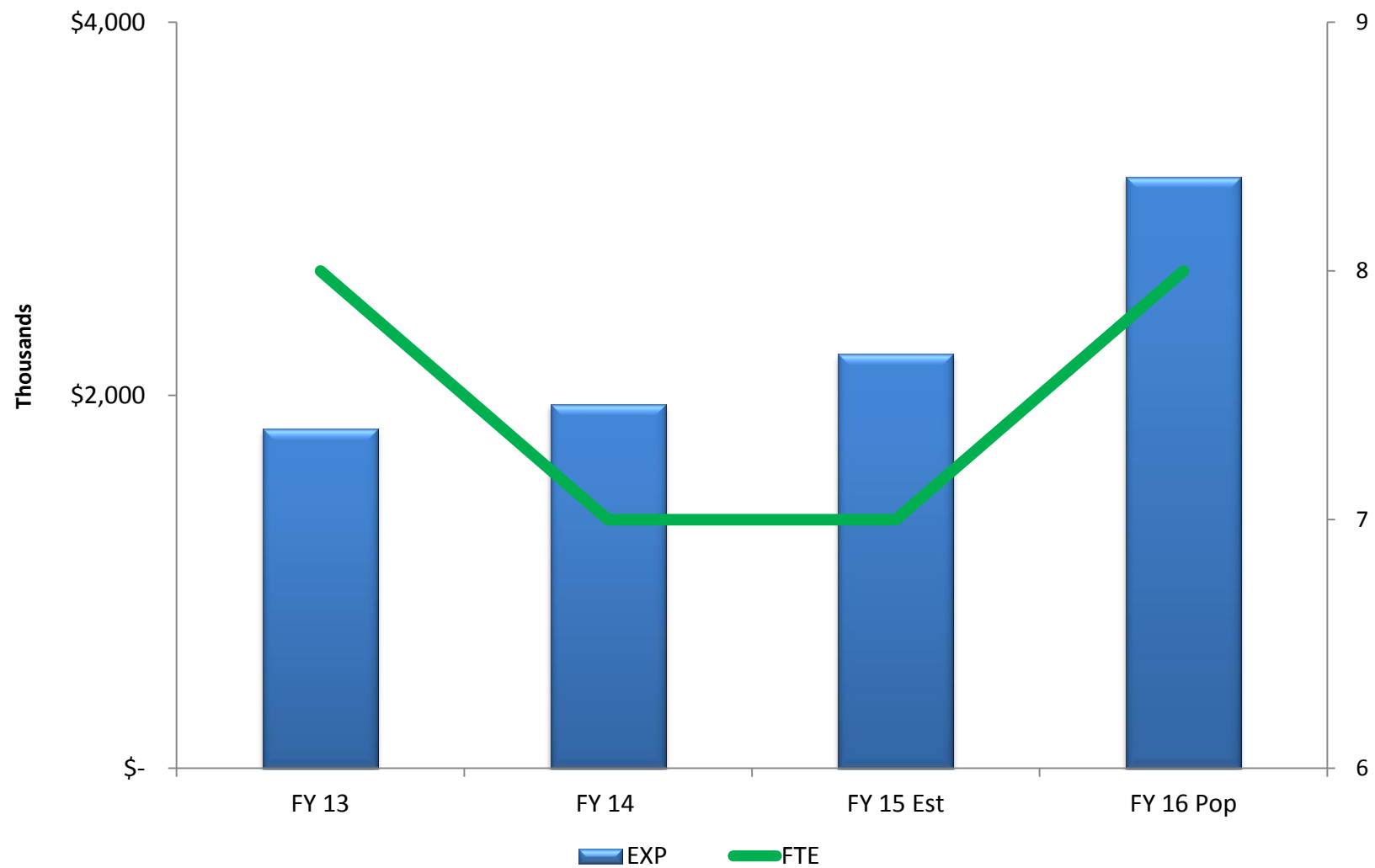
- Community Development Department
- Fire & Police Departments
- Parks & Recreation Department
- Public Works Department
- Administrative Departments

Department Budget Review

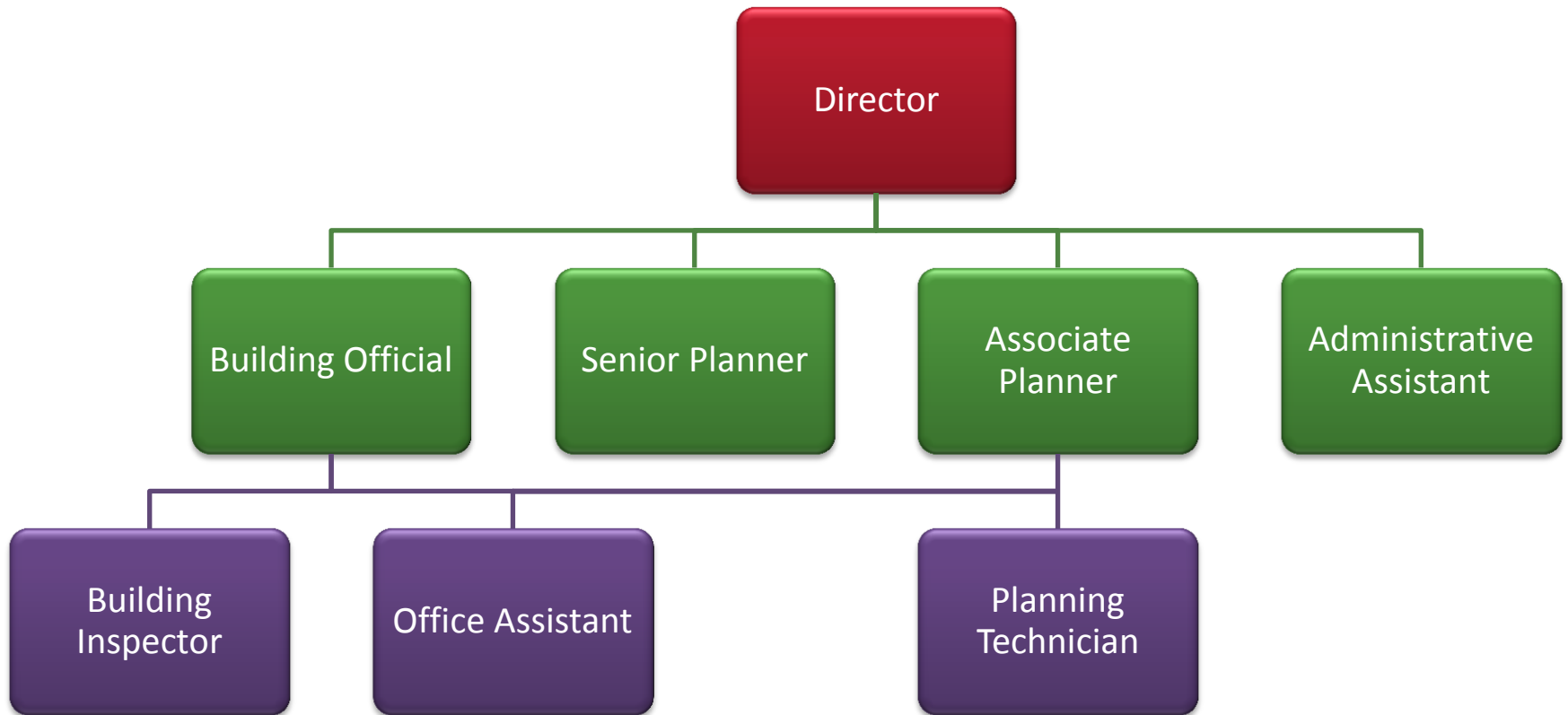
Community Development Department

Community Development Department

Total Expenditures & Staffing Trends



Community Development Department



Community Development Department

Key Responsibilities

Planning

- Long Range Planning
- Economic Development
- General Plan Update
- Sustainability Coordination

Development

- Development Review
- Planning/Zoning
- Business License Review
- Public Information

Permitting

- Building Permits
- Plan Review
- Inspections
- Fire Plan Review
- Fire Inspections
- Public Information

Community Development Department

Contribution to City Council Priorities

- 2035 General Plan Update
- Belmont Village Specific/Implementation Plan
- Belmont Village Zoning/Design Guidelines
- Sustainability Objectives
- Develop City's Climate Action Plan
- Zoning and Tree Ordinance Amendments

Community Development Department

Major Accomplishments

- ✓ 2035 General Plan Update – Significant Progress
- ✓ Belmont Village Specific/Implementation Plan Initiated
- ✓ Zoning & Tree Ordinance Amendments – Significant Progress
- ✓ 2010 Greenhouse Gas Inventory Completed; Climate Action Plan Preparation
- ✓ Solar Roadmap Leaderboard
- ✓ Housing Element

Community Development Department

Objectives



Develop Target Sites



2035 General Plan Update



Zoning & Tree Ordinance
Amendments



Belmont Village Zoning




Sustainability Objectives



Belmont Village
Specific/Implementation
Plan



Climate Action Plan



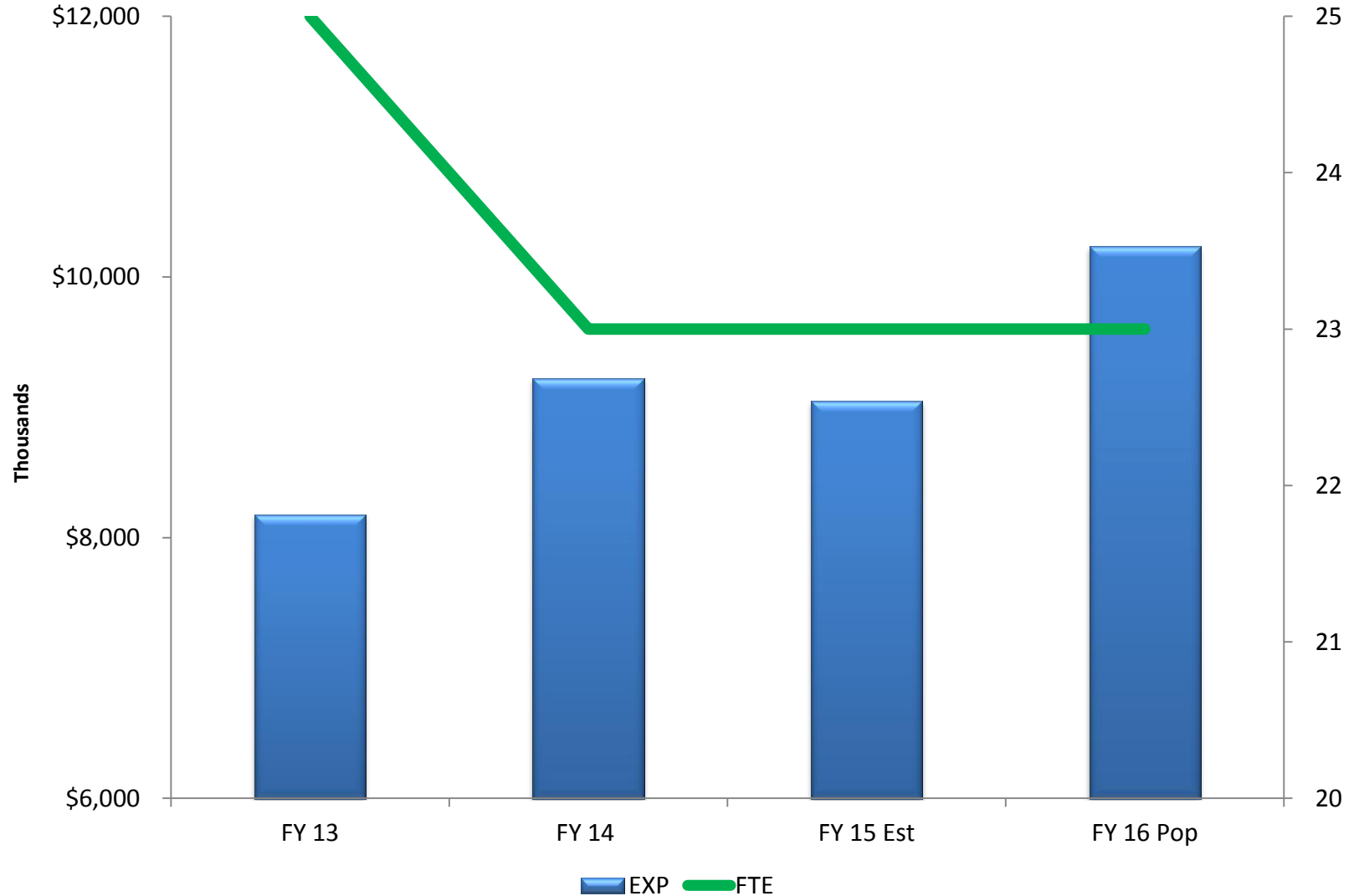
Solar Streamlining
Permitting

Department Budget Review

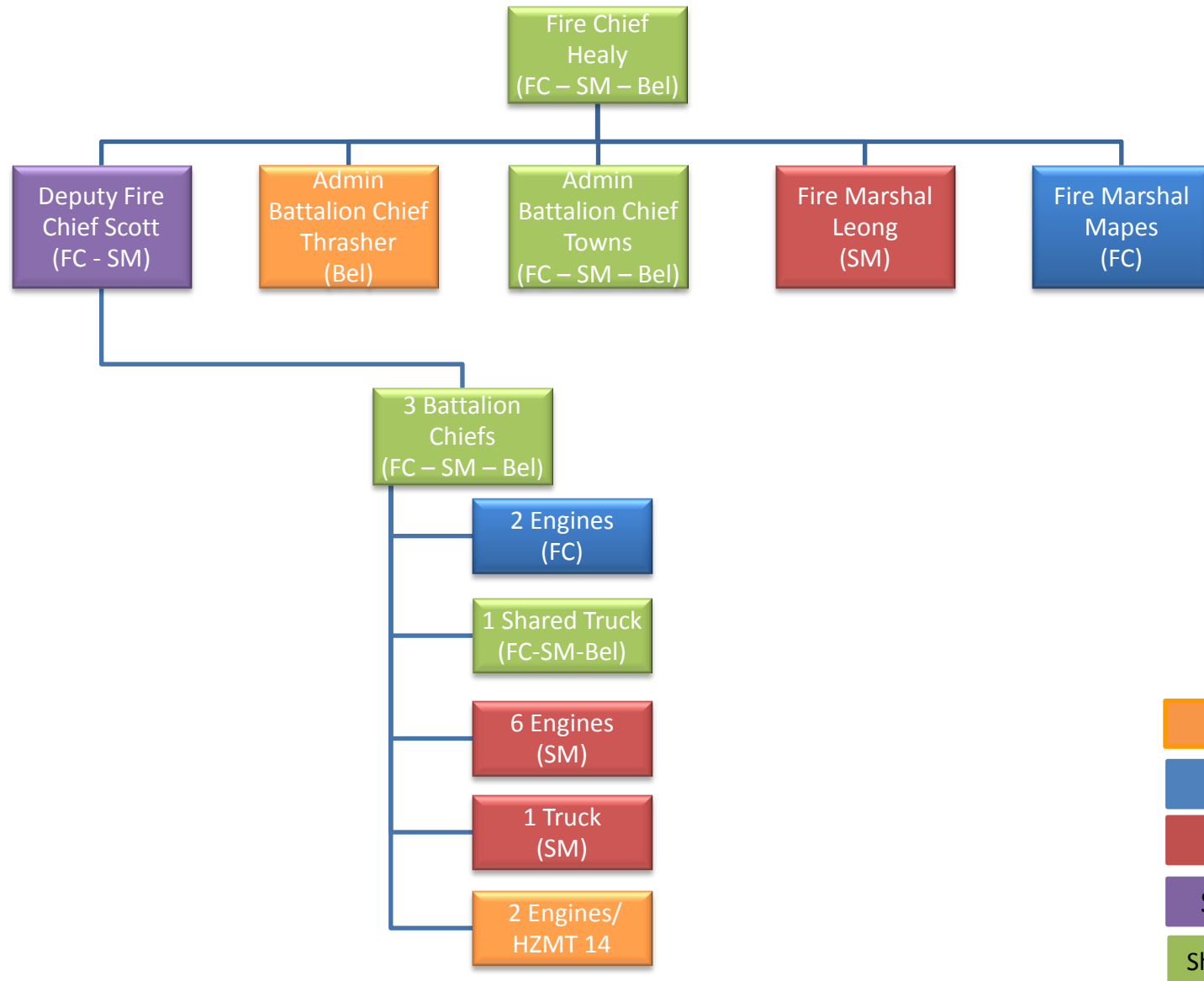
Fire Department

Fire Department

Total Expenditures & Staffing Trends



Fire Department



Fire Department

Key Responsibilities

Fire Suppression

- Suppression & Rescue
- Emergency Medical Services (JPA)

Fire Prevention

- Fire Prevention, Investigation, & Code Enforcement

Hazardous Materials

- Hazardous Materials Response Team

Fire Department

Contribution to City Council Priorities

- Shared Fire Command Staff with San Mateo & Foster City
- Hazardous Materials Response Team (Contract w/San Mateo County)
- Fire Prevention Services through CSG Contract and San Mateo Fire Prevention Bureau
- Fire Department Training (Contract w/ Central San Mateo County Training Division)

Fire Department

Major Accomplishments

- ✓ Evergreen Agreement for Shared Administration with San Mateo and Foster City
- ✓ Joint staffed ALS Truck at San Mateo Fire Station 23
- ✓ Wildland Urban Interface (WUI) Defensible Space Plan
- ✓ HAZMAT Team certified as Type-2 resource
- ✓ Apparatus restructured-trucks sold, engine ordered
- ✓ Community Engagements-CPR Program, National Night Out, Sober Graduation, CERT Exercise, OES Drills

Fire Department

Objectives



Central San Mateo County
Training



Seek Opportunities for Cost
Sharing



Business Fire Inspections



Joint CERT training with San
Mateo & Foster City



Alignment of Policies and
Procedures



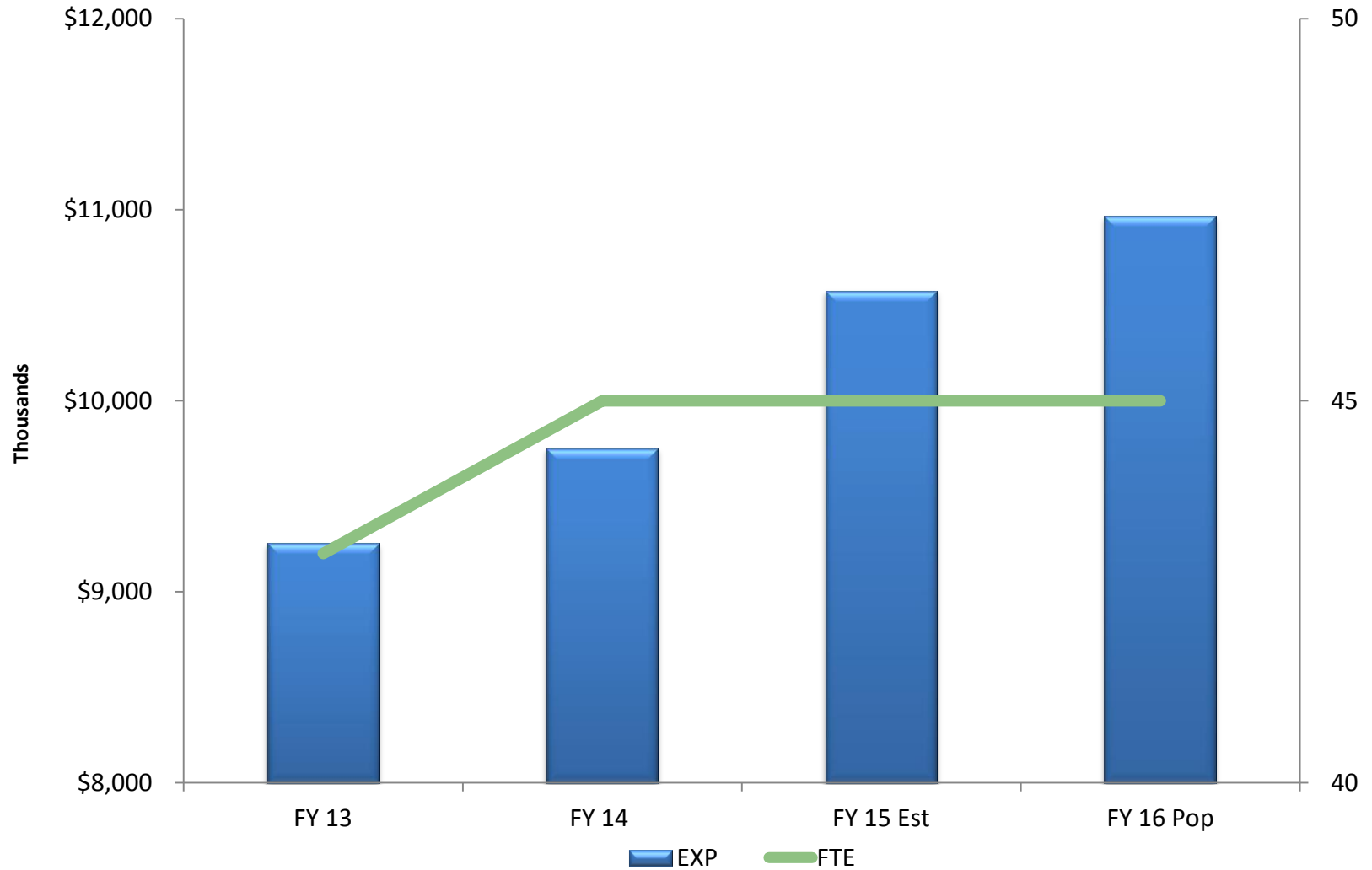
Joint Promotional
Processes

Department Budget Review

Police Department

Police Department

Total Expenditures & Staffing Trends



Police Department



Police Department

Key Responsibilities

Crime Control

- Reduce crime and maintain order in the community.

Traffic

- Facilitate a safe and orderly flow of traffic to minimize accidents and injuries.

Support

- Support the delivery of effective core police services.

Police Department

Major Accomplishments

- ✓ Staffing Plan
- ✓ #BelmontWatch
- ✓ Officer Worn Video
- ✓ K-9 Kilo
- ✓ Traffic Hot Spots
- ✓ Made over 500 arrests
- ✓ Responded to over 28,000 calls for service
- ✓ Several High Profile Arrests - Burglaries, Homicide, Vehicle Thefts.

Police Department

Objectives



Impact Property Crime



Expand Community
Outreach & Social Media



Strategic Deployment of
Traffic Units



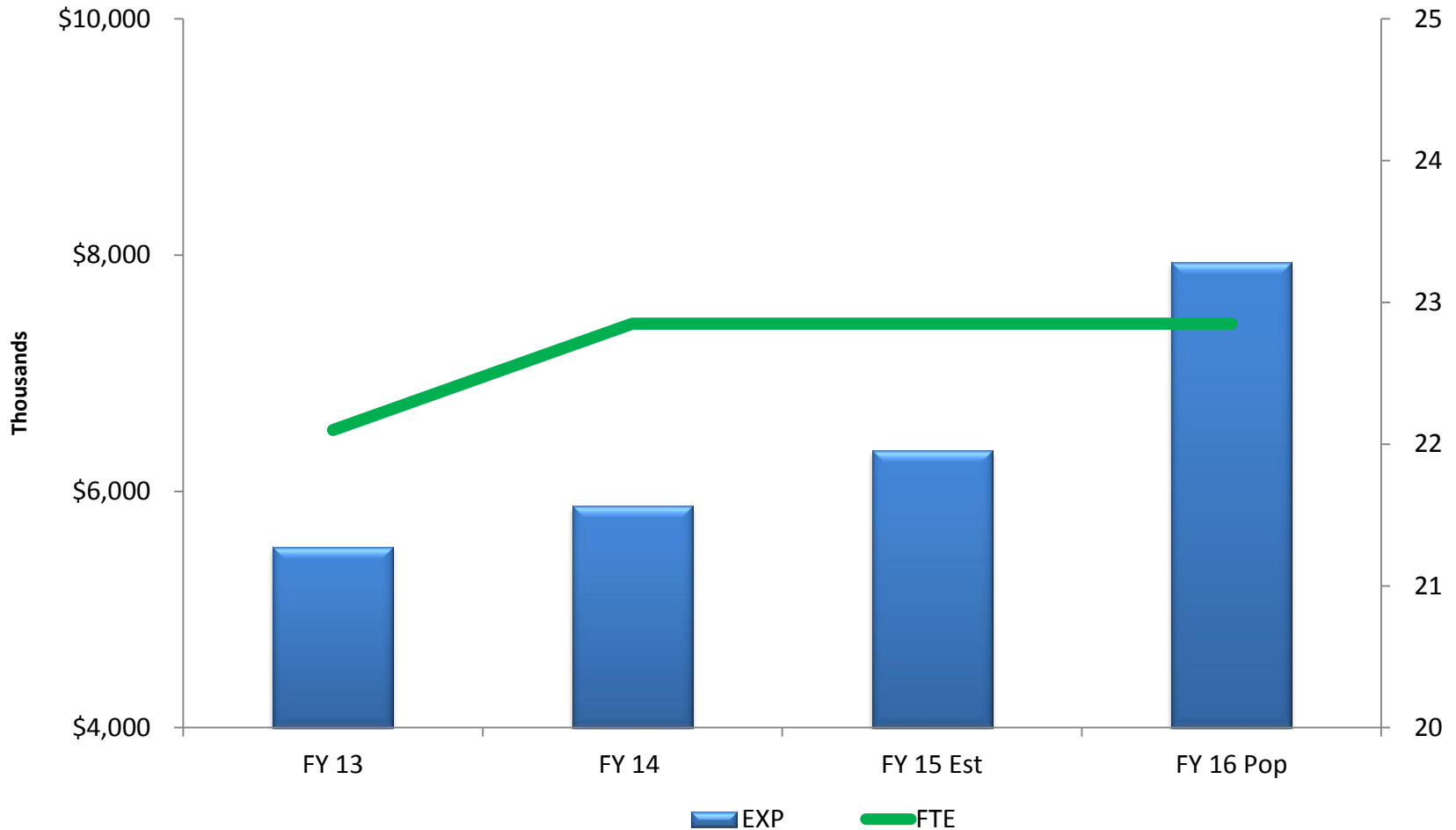
Supervision for Support
Services

Department Budget Review

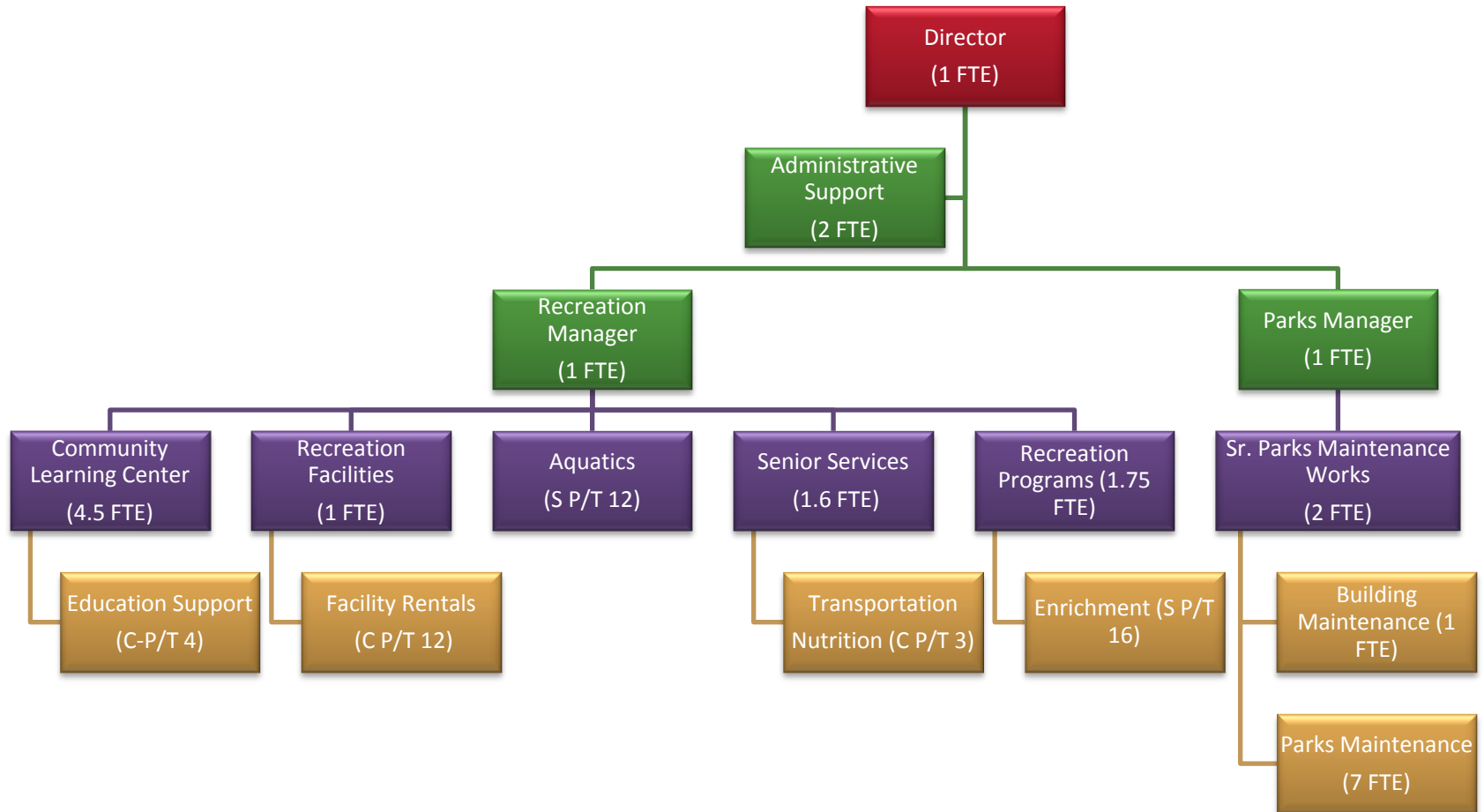
Parks & Recreation Department

Parks & Recreation Department

Total Expenditures & Staffing Trends



Parks & Recreation Department



"Enhancing the quality of life for the community"

Parks & Recreation Department

Key Responsibilities – Parks & Facilities

Buildings

- Over 160,000 square feet and 22 public buildings

Parks & Medians

- 14 developed parks
- Medians throughout Belmont
- Rights of Way
- Tree Management & Permitting

Athletic Fields

- 11 Athletic Fields (7 City, 4 School District)

Open Space

- 335 Acres

Staff & Budget

- 10 dedicated staff & operating budget of about \$4M

Parks & Recreation Department

Key Responsibilities – Recreation

Youth

- Recreation & Enrichment Classes
- Belmont Community Learning Center Pre-School at Barrett
- Field Scheduling for Youth Sports- Both City and School District Fields

Teens

- After School Programs in partnership with the Library
- VOICES Program
- Partnership with Footsteps After Care Inc. at Barrett

Adults & Seniors

- Recreation & Enrichment Classes
- Twin Pines Senior and Community Center
- Senior Lunch and Van Program

Community

- Partnerships, Agreements, & Marketing
- Facility Rentals

Staff & Budget

- 10 dedicated staff & operating budget of about \$2.1M

"Enhancing the quality of life for the community"

Parks & Recreation Department

Contribution to City Council Priorities

- Davey Glen Park Design and Construction
- Athletic Field Improvements
- Facilities Condition Management Assessment
- Open Space Planning
- Non-Profit Parks Foundation

Parks & Recreation Department

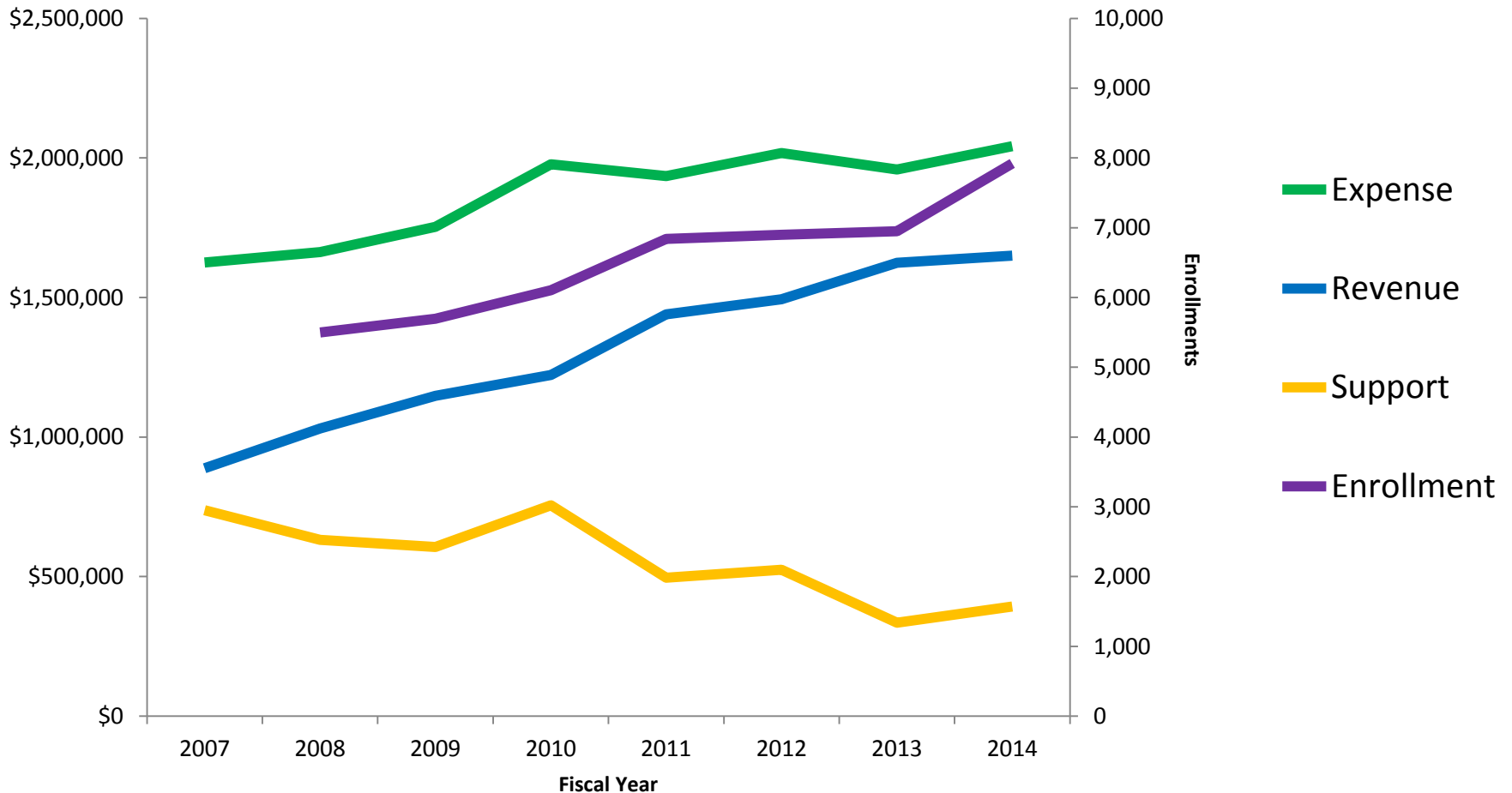
Major Accomplishments

- ✓ Completed Lake Loop Trail Realignment Project
- ✓ Davey Glen Park Progress
- ✓ Energy Efficiency Projects at the Library and City Hall
- ✓ Implemented 25% water reduction
- ✓ Revised Tree Ordinance
- ✓ Installed shade structure at Community Learning Center, replaced turf at Buckeye Picnic Area, improved Wakefield Park and Lodge patio
- ✓ Installation of the Giving Tree and new furniture at the Twin Pines Senior and Community Center
- ✓ Increasing enrollments, revenues and participation in programs
- ✓ Successful community events like Father/Daughter Dance and Egg Hunt
- ✓ Implemented a new Park Impact Fee and updated Quimby Act Fees
- ✓ Barrett Community Center Report

Parks and Recreation Department

Improved Cost Recovery

Recreation Participation and Revenue



“Enhancing the quality of life for the community”

Parks & Recreation Department

Objectives

Near Term



Davey Glen Park Construction



Energy Efficiency Projects at the Library and City Hall



Water Reduction Plan and Implementation



Open Space Land Donation Policy

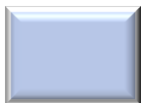
Mid Term



Sports Complex Synthetic Turf Project



City Hall and Twin Pines Community Center Projects



Twin Pines Park Circulation Improvements



Process Improvements to Facility Management

Long Term



Barrett Community Center Project



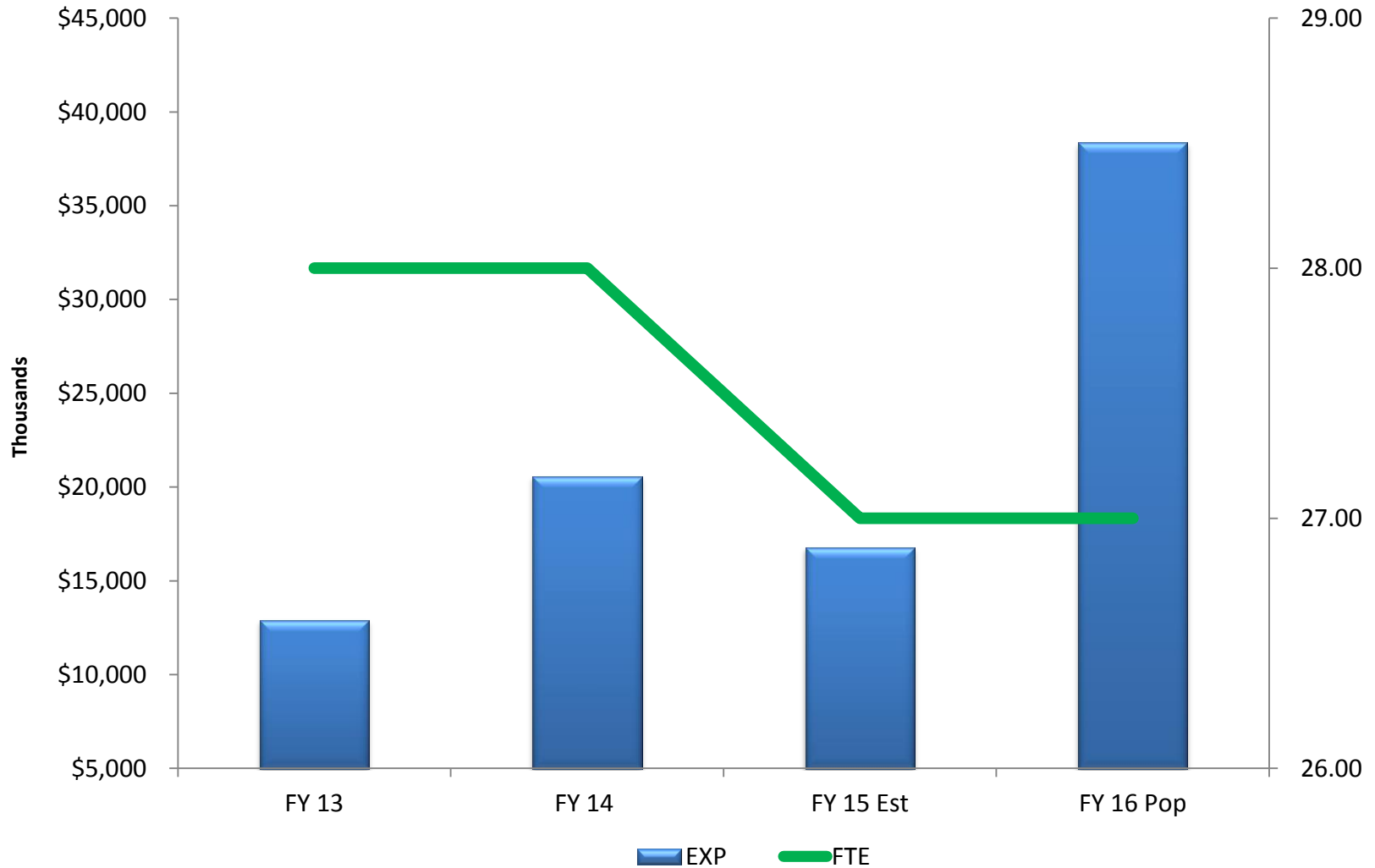
Park, Open Space, and Recreation Master Plan

Department Budget Review

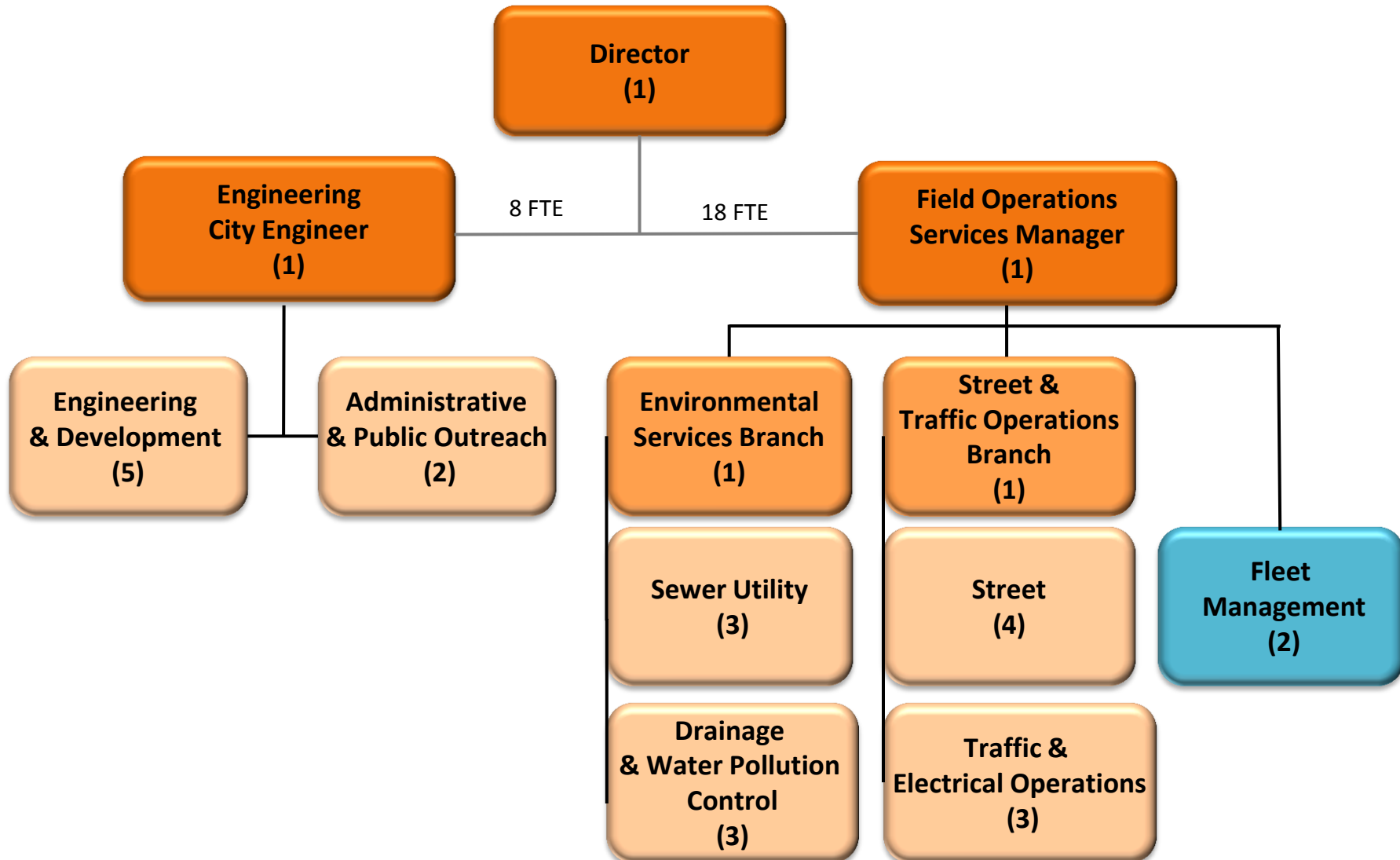
Public Works Department

Public Works Department

Total Expenditures & Staffing Trends



Public Works Department



Public Works Department

Key Responsibilities

Infrastructure

- Capital Improvement Plan
- Development Reviews
- Public Improvements
- Asset Management
- R/W ADA Compliance

Environmental Stewardship

- Trash Load Reduction (NPDES/MRP)
- Creek Stewardship
- Water Pollution Prevention
- FOG sewer inspections
- Reduce I/I
- Creek and trash hotspot clean-up
- Education and Outreach
- Multi-modal transportation
- Solid Waste, Recycling and Compost Services
- Commercial and Industrial Facility Inspection
- Regulatory Compliance Reports

Operations

- **Sanitary Sewers**
 - 85 miles pipes
 - 5 miles FM
 - 11 PS
- **Storm Drainage**
 - 26 miles pipes
 - 2 PS
 - 1400 SD Inlets
 - Creeks/Flood Control
- **Streets/Traffic**
 - 135 Ln/miles
 - Traffic Signals
 - 1622 Lights (street, bike bridge, parking lot)
 - 3039 Signs
 - Bike Bridge
 - 43,200 Feet of Painted Curb
- **Solid Waste**
 - 55 Full Capture Trash Devices
 - F.A. w/ Recology
- **Fleet**
 - 109 Veh/Equip
 - Fuel Mgmt/Dispensing System

Public Works Department

Contribution to City Council Priorities

- Ralston Corridor and Improvements
- Safe Routes to School

Other Noteworthy Projects

- ADLP Corridor Study (Four Corners)
- MRP Permit Activities (Water Quality Permit Activities)
- Sewer Force Main Evaluation Project

Public Works Department

Major Accomplishments - Infrastructure

Completed:

- ✓ Ralston Corridor Study
- ✓ PASS Signal Synchronization Project
- ✓ Sewer Force Main Evaluation Project
- ✓ Storm Pump Station Lid Replacement Project
- ✓ Ralston Sewer Main Replacement Project
- ✓ Marsten Storm Drain Repair Project
- ✓ 2014 Slurry Seal Project

Design, Award & Initiated:

- ✓ Sewer and Storm Drain Improvement Project
- ✓ Pavement Reconstruction
- ✓ Ralston Storm Emergency
- ✓ 2015 Sewer Rehabilitation
- ✓ Comprehensive Pedestrian and Bicycle Plan
- ✓ Standard Details Update

Public Works Department

Major Accomplishments - Operations

Streets/Traffic Ops

- ✓ 67,330 linear feet crack sealing completed
- ✓ 620 tons of asphalt used for road repairs
- ✓ 246 street lights repaired/installed
- ✓ 489 signs fabricated/317 signs installed
- ✓ 3 new traffic signal heads installed

Sewer Utility

- ✓ 13.12 miles of CCTV inspections
- ✓ 27.86 miles of sewer lines cleaned
- ✓ Root foamed 49,969 feet of sewer lines
- ✓ 22 sewer pumps inspected & cleaned
- ✓ 5,520 curb miles swept
- ✓ 419 tons of material removed

Engineering

- ✓ 190 Permits issued
- ✓ 710 Permit /Code Inspections
- ✓ 6 Grant applications submitted

Fleet Management

- ✓ Purchased 8 new vehicles
- ✓ 554 work orders completed
- ✓ Purchased a new Fuel Management System

Drainage & Water Pollution Control

- ✓ 25 new bicycle safe SD grates installed
- ✓ 2,400 storm drain inlets/manholes inspected
- ✓ 1,744 work orders completed
- ✓ 4.05 miles of CCTV inspections

Public Works Department

Objectives

I/E

- Execute the CIP
- Update City Standard Plans and Details
- Progress with Council Priorities
- Complete Capital Asset Management Plan

S/T & EO

- Continue w/ preventative maintenance of our roadway system
- Continue replacing existing streetlights with LED units.
- Be responsive to service calls
- Maintain City's r/w assets

SU

- Maintain an aggressive sewer cleaning and inspection program.
- Strive to maintain a low number of SSO's (both Public & Private).
- Reduce I/I
- Implement a manhole/frame replacement program.

FM

- Ensure on-road and off-road emission compliance
- Continue to provide the City w/ safe and reliable vehicles/equipment in a cost effective manner.

D & WPC

- Implement the Long Term Trash Load Reduction compliance (70% reduction of trash) in the municipal separate storm sewer system by 2017.
- Meet our Enhanced street sweeping goals per our MRP goals
- Maintain an aggressive storm cleaning and inspection program.
- Meet MRP/NPDES Requirements

SW

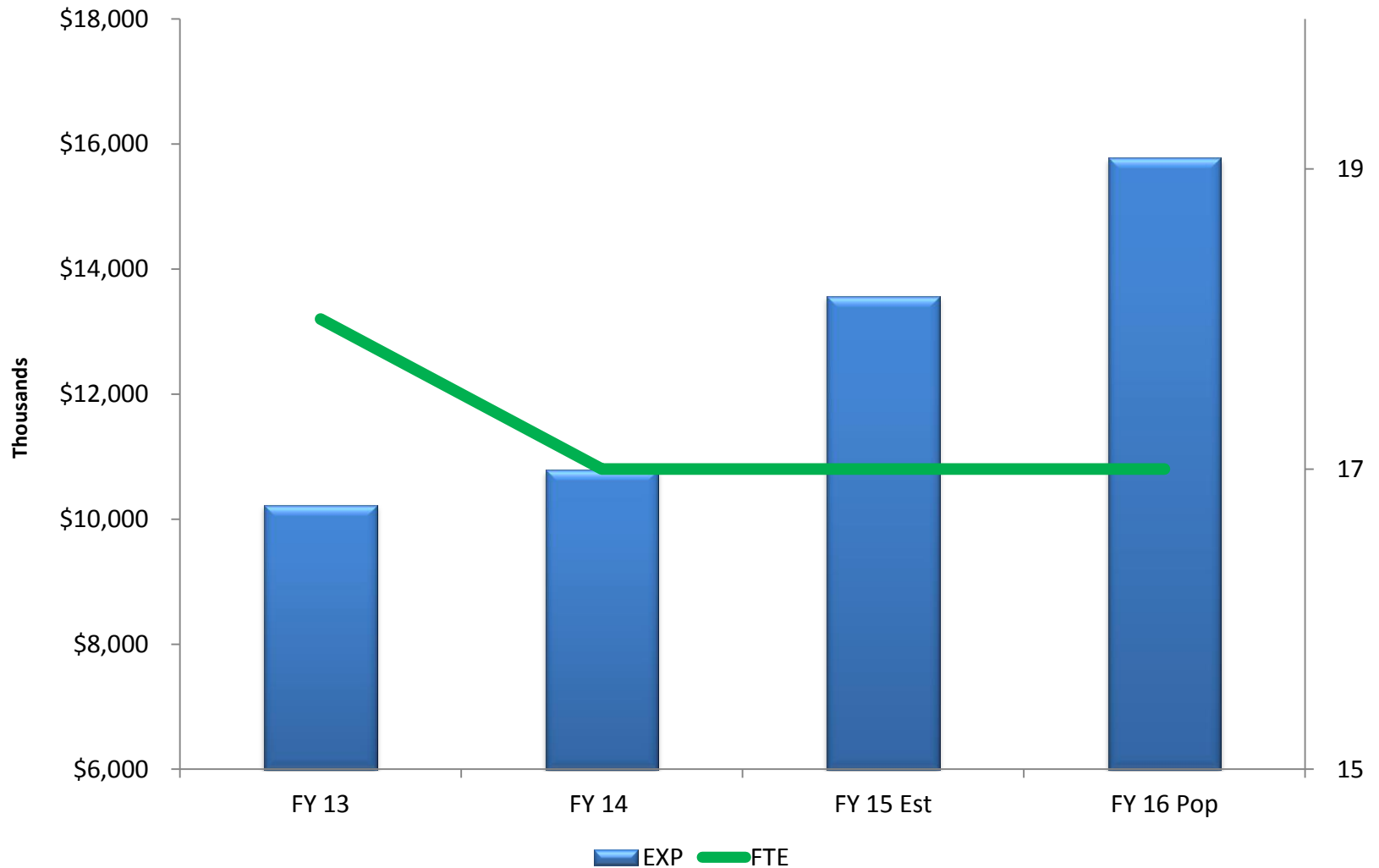
- Ensure meeting successful implementation of AB341 Mandatory Commercial Recycling goals
- Effective management of Franchise Agreement and Rethinkwaste (SBWMA) JPA

Department Budget Review

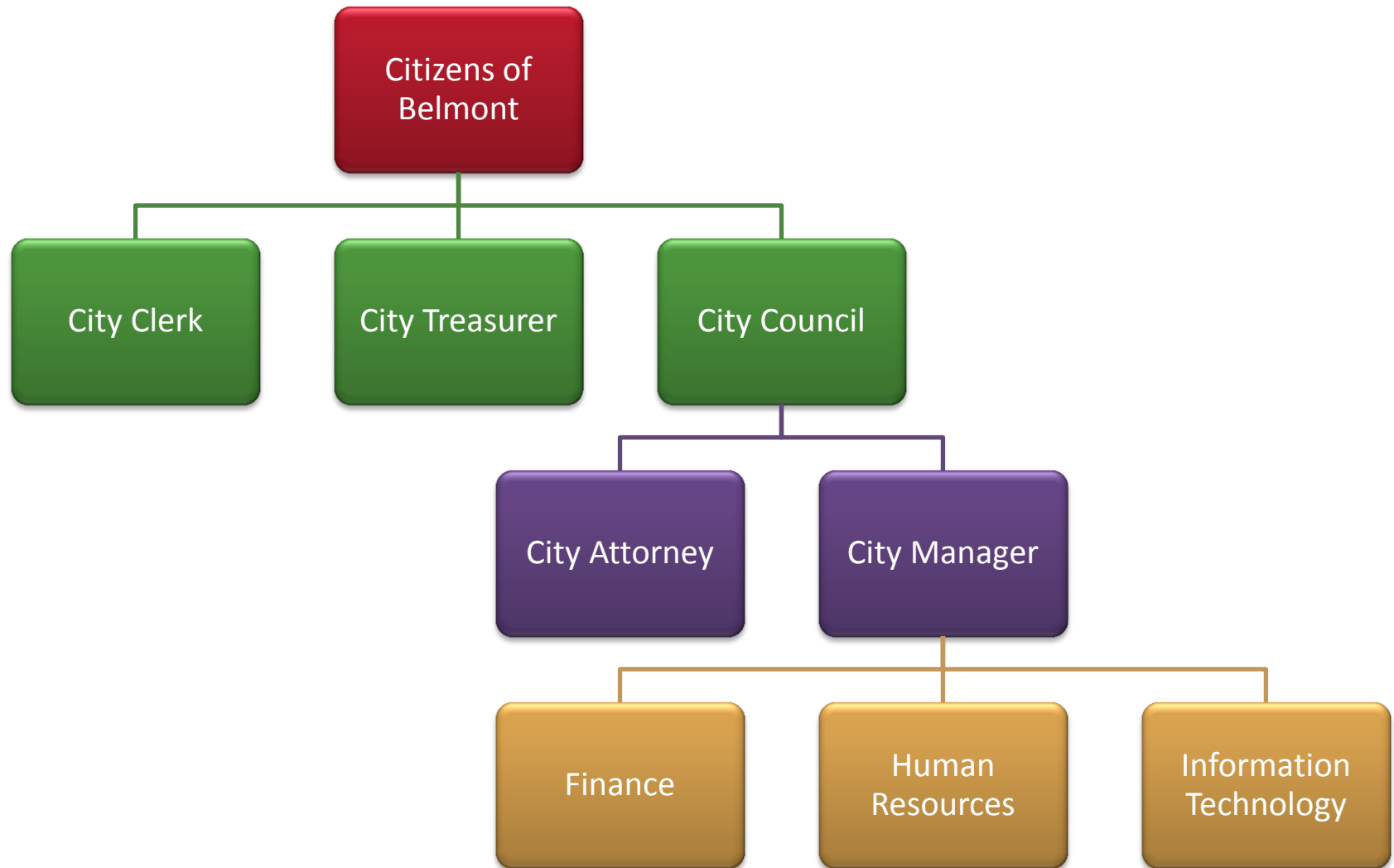
Administrative Departments

Administrative Departments

Total Expenditures & Staffing Trends



Administrative Departments



Administrative Departments

Key Responsibilities

City Manager's Office

- Chief administrative and policy advisor
- Assures City's services are performed well
- Guides budget process
- Supports Council Strategic Planning and Priority Process
- Foster inter-governmental collaboration with neighboring cities

City Clerk's Office

- Maintains vital permanent City records
- Post/Publish agendas & public hearing notices
- Manages Council packet production, distribution & preparation of Council minutes
- Processes public record information and requests
- Elections Officer
- Form 700
- Maintains City Code

Finance Department

- Chief financial officer
- Performs financial management (financial planning, accounting, and reporting), treasury management, debt management, and risk management for the City of Belmont, the Belmont Successor Agency, Belmont Fire Protection District, and other agencies.

Administrative Departments

Key Responsibilities

Human Resources

- Recruitment and Selection
- Benefits Administration
- Compensation and Classification
- Disciplinary process, grievance management, and labor contract negotiations
- Training and Development
- Employee Safety and Workers' Compensation
- Labor Law Compliance
- Discrimination/Harassment Complaints

Information Technology

- Network connectivity, including internet & intranet
- Maintain fleet of operating computer hardware & software
- Website & telephone system upkeep

City Attorney's Office

- Chief legal officer
- Provide unbiased legal advice
- Ensure legal compliance

Administrative Departments

Contribution to City Council Priorities

- Updated City's web presence and civic engagement capability (IT)
- Economic Development (FN)
- Housing program assessment and deployment (FN)
- Financing Plan for Infrastructure and Services (FN)
- Council Benefits Modification (HR)

Administrative Departments

Major Accomplishments

- ✓ Implemented Council meeting efficiency measures
- ✓ City Manager's Weekly Update and Monthly Update public visibility improved
- ✓ Developed a Code of Conduct for appointed and elected officials
- ✓ Implemented Internship Program in collaboration with Carlmont High School
- ✓ Negotiated Successor MOUs with the Belmont Police Officers Association (BPOA)
- ✓ Completed Council Benefits Modification
- ✓ Streamlined Council Priority process
- ✓ Integrated social media
- ✓ Balanced Budget and Increased Fund Reserves
- ✓ Received award recognition on financial audits
- ✓ Updated Records Retention Schedule
- ✓ Streamlined agenda process
- ✓ Legal support for zoning and tree ordinance amendments
- ✓ Agreement with County for animal control services and facility development

Administrative Departments

Objectives

CM

- Emphasize Controlled Spending
- Strive to continue to provide quality City services
- Implement sustainability objectives
- Implement Council priorities

CC

- Continue refining City-wide records retention and destruction procedures
- Continue refining automated agenda system and electronic documents management program
- Coordinate November 2015 regular Municipal Election

FN

- Complete ERP implementation
- Promote virtualization of services through technology
- Identify new funding for Economic Development
- Establish housing program priorities
- Facilitate wind-down of former RDA
- Develop plan for funding infrastructure

HR

- Negotiate successor MOUs with the following labor groups:
 - Belmont Firefighters Assoc. L2400
 - Fire Management Unit
 - MMCEA
 - AFSCME
- Update the City's Personnel Policies

IT

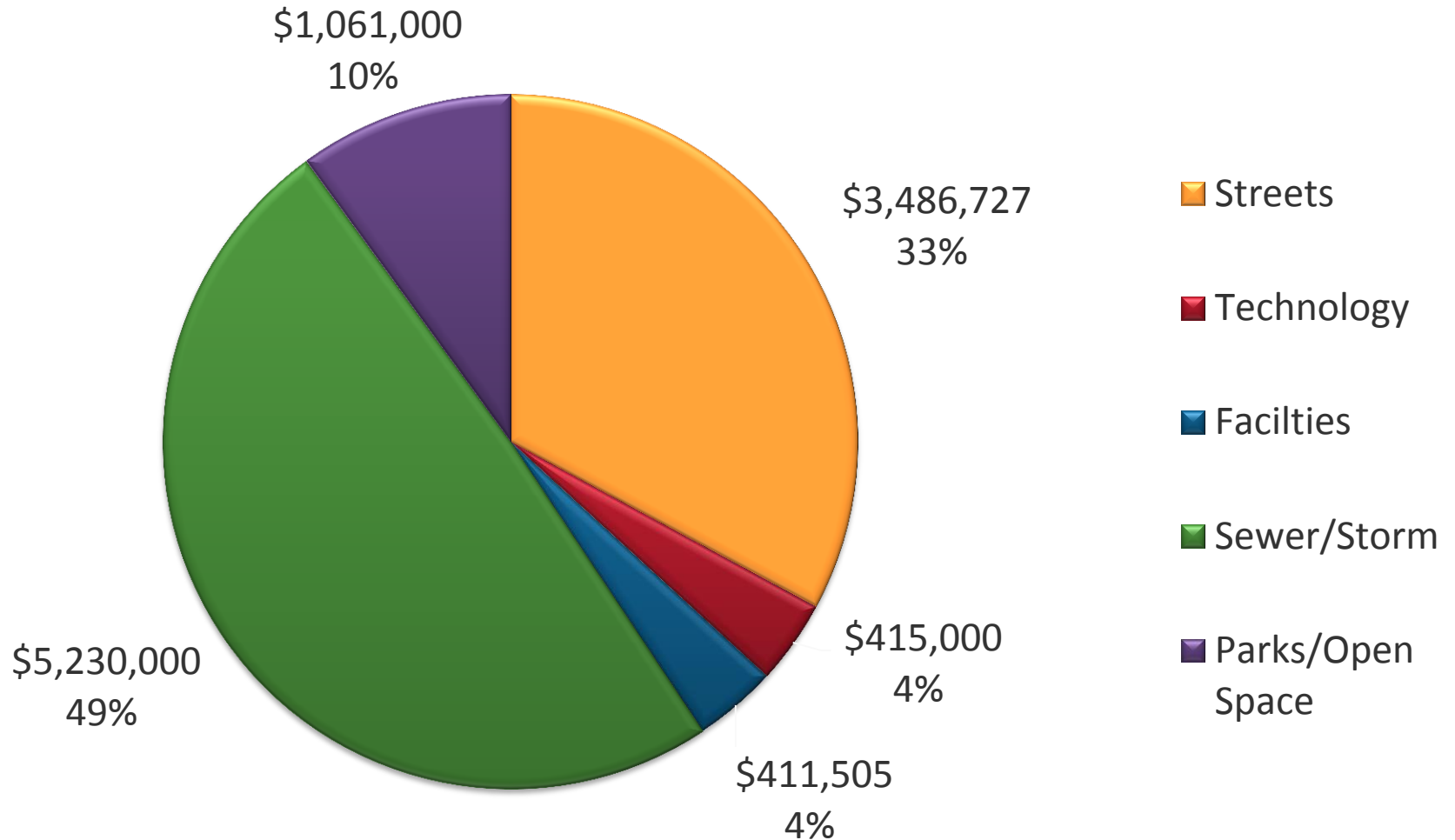
- Phone system upgrade
- Expand citizen engagement on website
- Upgrade Agenda Management, Work Order and Permitting systems
- Develop three year strategic plan
- Conduct network security audit

CA

- Continue assessing City Attorney Department & ongoing legal needs
- Assist Departments in realizing their goals
- Protect the City from unnecessary exposure from loss

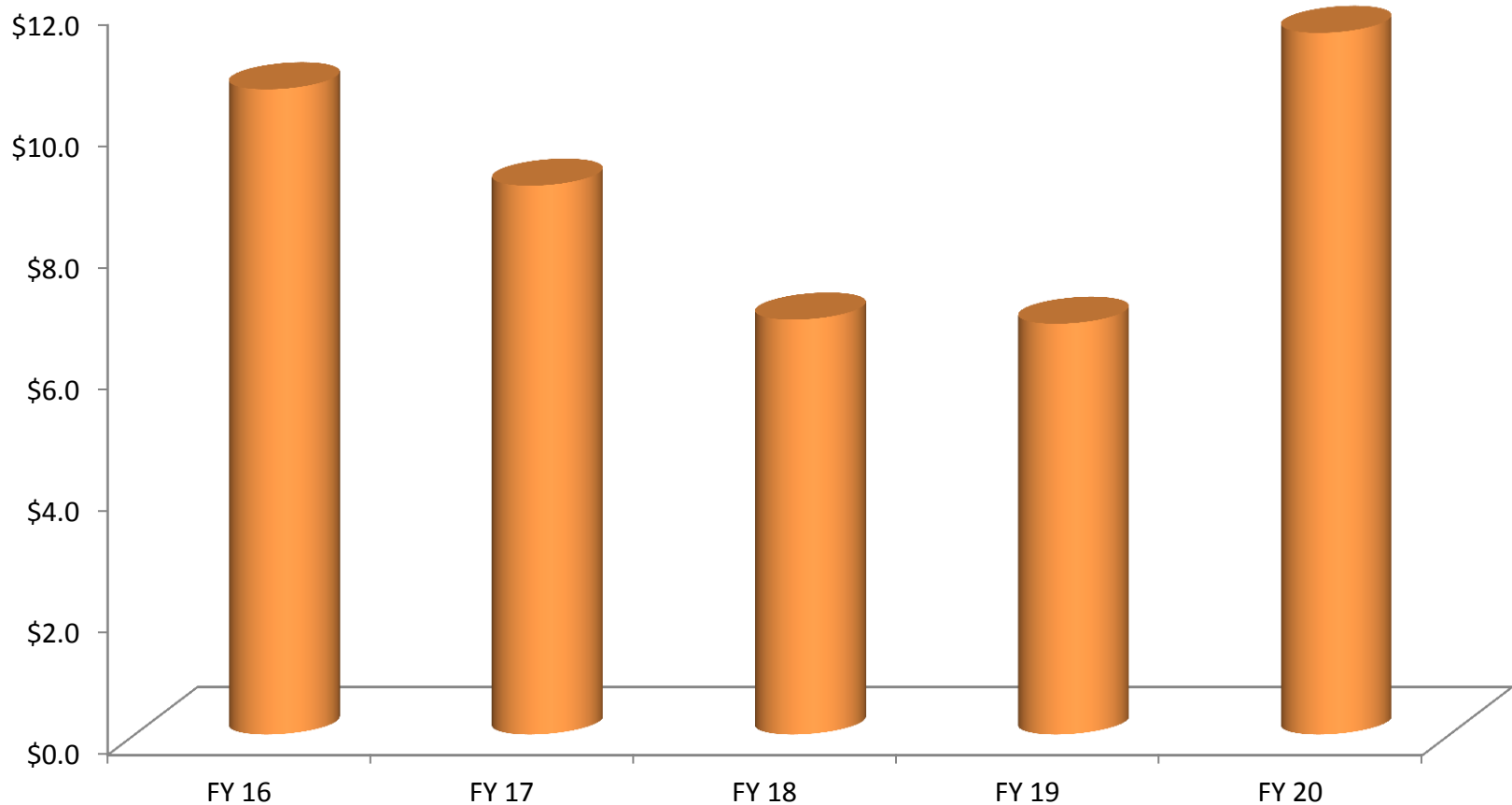
Capital Improvement Program

Capital Improvement Plan



Projected Capital Outlay

(in Millions)



Audit Committee Input

- Special Meeting on June 2nd to review the proposed FY 2016 Budget and make recommendation to Council
- Report to Council June 9th

Next Steps

- Questions and answers
- Give direction
- June 9th
 - Audit Committee Report
 - Adopt budget
 - Financial policies
 - Other actions



City of Belmont

FY 2016

Budget Brief

Message From City Management

Honorable Mayor and Members of the Council:

I am pleased to submit the Proposed FY 2016 Budget for your review and consideration.

Summary

For a number of years now, the City's fiscal condition could be best described as "simply surviving". In response to recessionary pressures and state takeaways, the City was often forced to react by imposing cuts, reducing services or implementing cost containment strategies. However, last year marked a significant financial milestone from preceding years in that the City was able to stabilize operations. The FY 2016 Budget continues supporting Belmont's core values of providing quality service in a financially responsible way and maintaining existing service level commitments to residents and businesses of the community.

At the core of the City's financial success in achieving operational sustainability is the combination of innovation, fiscal discipline, an improved local economy and collaboration with the City's employees in achieving sustainable benefits.

However, if left unaddressed, the sheer magnitude of the City's aging infrastructure will continue to threaten the recent success in stabilizing operations. While the FY 2016 Budget provides limited, one-time funds to shore up reserves by directing funds toward emergency repairs which have been occurring with greater frequency, a great deal more must be done to reduce exposure from degrading infrastructure. In this regard, Belmont is not alone, as most cities on the Peninsula face this long-term issue.

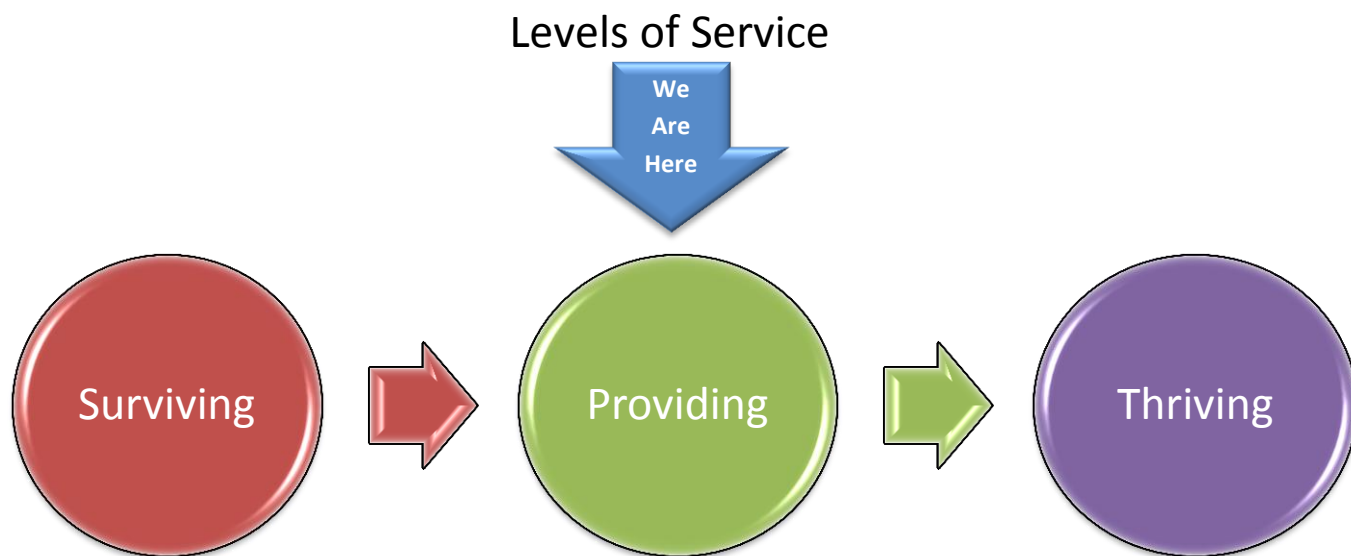
To address the aging infrastructure dilemma, the City has surveyed its residents and received considerable feedback on the community's highest priorities. The FY 2016 Budget will help engage the community further in the conversation about these challenges and what the options are for alleviating the problem. At this point, there is no stable, ongoing revenue stream to fund deferred maintenance projects into the future. Addressing the City's aging infrastructure will require identifying new revenue sources or ultimately competing with other General Fund sources for funding.

Unlike in past years, the City does not anticipate egregious takeaways by the State of California. However, at the time of this writing, the Governor's May Revise budget proposal had not been published, so it is unclear if there will be new proposals to further redirect local funds to solve State issues.

The proposed Budget is balanced and the long term projection for the General Fund is encouraging. The General Fund Budget is anticipated to have revenues of \$21.1M, and expenditures of \$17.7M, excluding transfers, and end with an unassigned reserve of \$6.6M, which is favorable compared to the 33% of operations reserve target.

Moving Beyond Just Surviving

As mentioned in the Summary, for decades, Belmont was constrained in its ability to accomplish more than just meeting the City's most basic needs due to the lack of dependable ongoing resources. More recently, as the chart below indicates, residents and businesses can now expect the City to provide a predictable level of service to meet existing operating commitments. This achievement was possible because of growing reserves and prudent management of personnel costs, including pension and retiree health benefits, and near-term risk exposures.



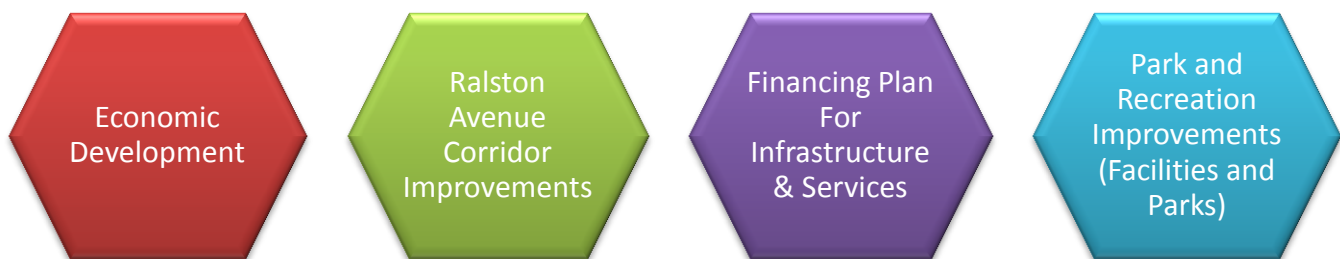
Most local governments, including Belmont, aspire to thrive as an organization. Certainly, the City's Vision Statement suggests that as a goal, using the term liberally throughout the document, particularly as it relates to cultural and economic matters. Some of the hallmarks of cities performing at this level include the provision of a broad array of services and activities for residents, workers and visitors, a high level of safety, robust reserves, well-funded pension plans, and capital infrastructure that is in good working order. Today, Belmont is headed in the right direction, but has much further to go.

Focusing on Top Priorities

Funding has been incorporated for the Council's Top 4 Priorities, including 1) Economic Development, Downtown Revitalization and Advance Planning, 2) Ralston Avenue Corridor Improvements, 3) Financing Plan For Infrastructure & Services; and 4) Park and Recreation Improvements (Facilities and Parks).

Moreover, the FY 2016 Budget gives the Council additional flexibility in meeting the needs of the community by allocating an additional \$400K in one-time funds to make strategic investments in priorities deemed of highest importance.

Top 4 Priorities



Another influence on the FY 2016 Budget has been the public outreach for the General Plan Update and Community Priorities, which are elements of the Top 4 Priorities. So far, over 1,800 residents have participated in a community survey indicating their priorities for Belmont.

The top community priorities conveyed included:

- Maintaining 911 emergency response times. Over half of the City's General Fund budget goes to public safety – helping to maintain rapid 911 response times.
- Fixing streets. Belmont's deteriorating neighborhood streets are rated the worst in the County and rank in the bottom 7% of the entire Bay Area. Fixing our streets will improve road safety.
- Improving storm drains. Improving the City's 50-year-old, deteriorated storm drain infrastructure will help protect streets, property and the water quality of our creeks and Bay.
- Maintaining parks, open space, and sports fields. Well-maintained parks and sports fields provide our children with safe places to play.

It is a challenge for the City to be responsive to the resident's priorities within the current fiscal limitations, particularly given that over the last 20 years, the State has taken over \$15.5 million from the City.

A Balanced Budget with Reserves...and Risk Mitigation

In keeping with established policy, the FY 2016 General Fund Budget is balanced. The City's five-year forecast predicts stable reserve levels for the planning period. Future fund balances are projected to be

above the \$5M minimum reserve requirement and within the policy reserve target of 33% operating expenditures.

While the \$5M General Fund reserve level is not optimal, given the inevitable contraction of business cycles and the potential exposure to a catastrophic loss from a natural or manmade hazard, this reserve level is prudent and marks the City's ability to modestly protect itself from the impacts from these types of losses.

The Budget also includes a one-time allocation of funding to replenish a \$1M reserve for Emergency Repairs. This is the primary source of funds to address unanticipated repairs to the City's infrastructure, including streets, retaining walls, bridges, culverts, waterways, buildings, etc., which was exhausted this last fiscal year.

Another key provision in this budget is the allocation of another \$50,000, for a total of \$100,000, toward the contingency reserve for unanticipated expenses. This allocation restores a prior budget cut to this reserve which plays a critical role in addressing limited unforeseen operational emergencies.

The FY 2016 Budget mitigates another risk by prefunding 50% of accrued leave at time of employee separation and establishes a mechanism to achieve 100% funding of this contractually obligated cost within the next 15 years.

The foregoing are examples of the City's disciplined approach in managing its fiscal affairs by identifying risks early, dealing with negative conditions quickly and adjusting to new conditions. This approach has helped the City contain costs. Difficult choices made by City Council and implemented by staff in the past have built a solid budget foundation for the future. Strategic reductions in staffing, such as those implemented after the RDA dissolution, concessions agreed to by labor, and tiered benefits have all resulted in successful cost containment. Barring an unprecedented event, such as what occurred with the RDA dissolution, the Budget is balanced and reserves levels are sensible.

A Few Words About Belmont's Staffing Plan and the CalPERS Pension Obligation

It is important to note that the Budget continues to provide a full complement of staffing to the community with 125.85 permanent full time equivalents (FTE) employed by the City and another 23 FTE in the Belmont Fire Department, which represents an increase of 1 FTE.



Beginning January 1, 2014, new retirement legislation, called PEPRA, was instituted for public employees. While PEPRA primarily affected new participants by providing lower benefits, it also affected existing participants through a variety of provisions designed to reform the existing retirement system.

Last year, CalPERS approved new rate-smoothing and mortality changes aimed at fully-funding retirements within 30 years and shoring up the cost of retirement longevity.

These changes, plus a proposed risk pooling consolidation, have created a five-year ramp-up of rates followed by a five-year ramp-down, with rate increases ranging from 11%-29% beginning with the FY 2016 Budget.

The Budget and the long-term projections reflect the PEPPRA and CalPERS rate-smoothing changes and fully fund the annual required contributions.



Local Funds and Sacramento

Despite the Council's considerable achievements in managing the City's finances, actions by Sacramento have had a history of impacting the City's Budget. Two recent examples include the K-12 Local Control Funding Formula/Triple Flip and the Redevelopment Agency Dissolution.

The K-12 Local Control Funding Formula/Triple Flip removes local funds from cities and counties to reduce the State's obligation to local schools. The County Controller's Office has advised the new formula could eventually eliminate the entire \$700K of the City's excess ERAF property tax. In FY 2016 alone, the County of San Mateo reported a \$3.5M shortfall in the fund that collects excess ERAF and has made a request to the State to backfill that amount.

With respect to the Redevelopment Agency dissolution, the poorly drafted law which guides the wind-down and the oversight of former redevelopment agencies has been problematic to implement. The City, acting as the Successor Agency of the Belmont Redevelopment Agency, is still working through a quagmire of issues created by the State Department of Finance, and while the major risk exposures appear to be behind the City, some budget risk remains.

It is still possible that the State may adopt a budget scheme which, if enacted, could negatively impact Belmont's ability to deliver services. Should the State take an adverse action with their budget, it is unlikely the City will know prior to this budget being adopted. That said, the League of California Cities is reporting the Governor's May Budget Revision is expected to include a proposal from the State Department of Finance which could be detrimental to the City. On the positive side, the Governor has indicated a desire to fund additional transportation projects and make further payments towards unreimbursed mandates.

Belmont Fire Protection District

The Fire District has been the beneficiary of improved property tax receipts. The FY 2016 Budget reverses the recent trend of depleting reserves and is proposed to end the fiscal year with an unassigned reserve balance of \$5.6M. This result reflects the recent reorganizations made in the Fire Department, as the District continues its shared service efforts with the neighboring communities of San Mateo and Foster City, which is yielding significant service improvements and cost savings. The FY 2016 Budget also includes establishment of a reserve set-aside for replacing fleet and facilities.

Conclusion

The City Council's ongoing commitment to prudent fiscal management, enhanced by strong economics, has moved the City beyond "just surviving". Residents and businesses of this community can expect the delivery of a predictable level of service to meet existing operating commitments. Reserves have been bolstered, personnel costs, including pensions and retiree medical costs, have been accounted for and known near term risk exposures mitigated. The challenge ahead is for the City to be responsive to the resident's priorities for maintaining 911 response times, fixing streets, improving storm drains and maintaining parks, open space, and sports fields within the current fiscal means available, particularly given Sacramento's ongoing take of funds from the City.

Again, this budget shows improvement over the past few budgets submitted by me for your consideration. Through ongoing collaboration and communication, the City Council and staff continue to move the City of Belmont in a positive direction. I continue to be grateful for having City employees who demonstrate commitment to the success of this organization each and every day and for a City Council who provides the leadership and support required to make Belmont a financially stable and well-balanced community.

Acknowledgement

As always, I would like to express my appreciation to all the staff for the hard work and collaboration shown in developing this budget and, in particular, the Finance Department for their efforts. The City continues to be fortunate to have such a talented and dedicated team.

I turn the proposed FY 2016 Budget over to you for review and approval.

Sincerely,

Greg D. Scoles
City Manager

Assumptions

Demographics

- Inflation: 2.7% increasing for the region
- Office Vacancy: 6.9% and improving for the City
- Unemployment: 3.5% and declining for County

Revenues

- Revenues: Continued moderate growth on reduced base with most key categories
- Property taxes: 5.9% for Belmont (Long term 3%) and 5.77% for the Belmont Fire Protection District (Long term 3%)
- Sales Tax: 2.0% for Belmont (Long term 2-3% growth)
- Interest rates: 0.3% for investments (Long term rising, flat on assets)

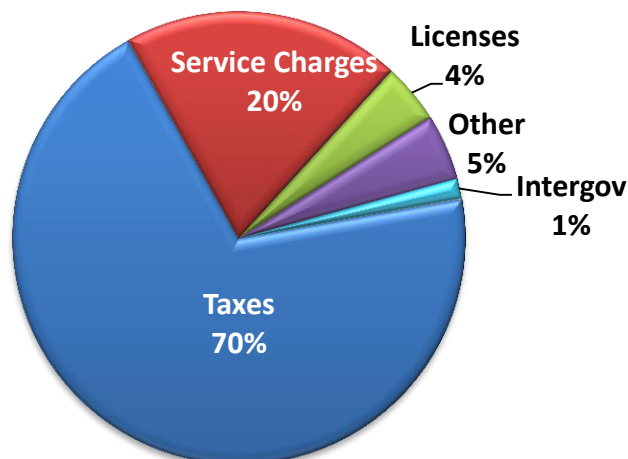
Operations and Capital Improvements

- Personnel costs: 2.5-7.5% for entire projection
- PERS costs: 17.495% for Miscellaneous Tier 1; 43.101% for Safety Tier 1 (Long term increase of 9% Miscellaneous; 22% Safety)
- Supplies and services costs: 3-4% growth with exceptions for fuels, utilities, insurance, etc.
- Capital program: \$10.6 million allocated

Budget Analysis

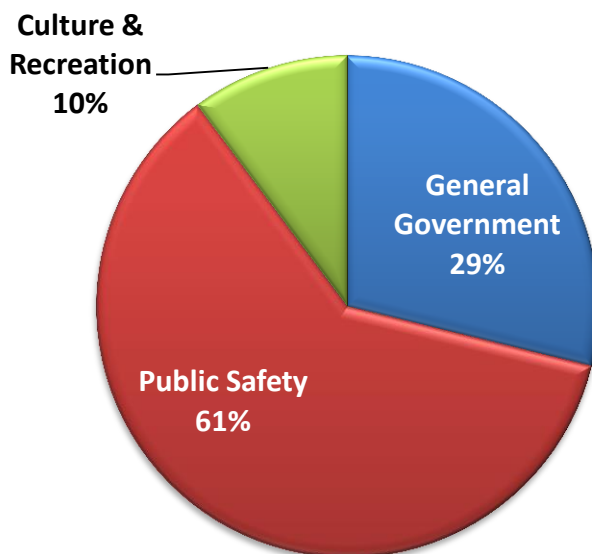
General Fund revenues support basic services including police, public works, parks & recreation and general government operations. The General Fund revenues have several components:

General Fund Revenue Sources



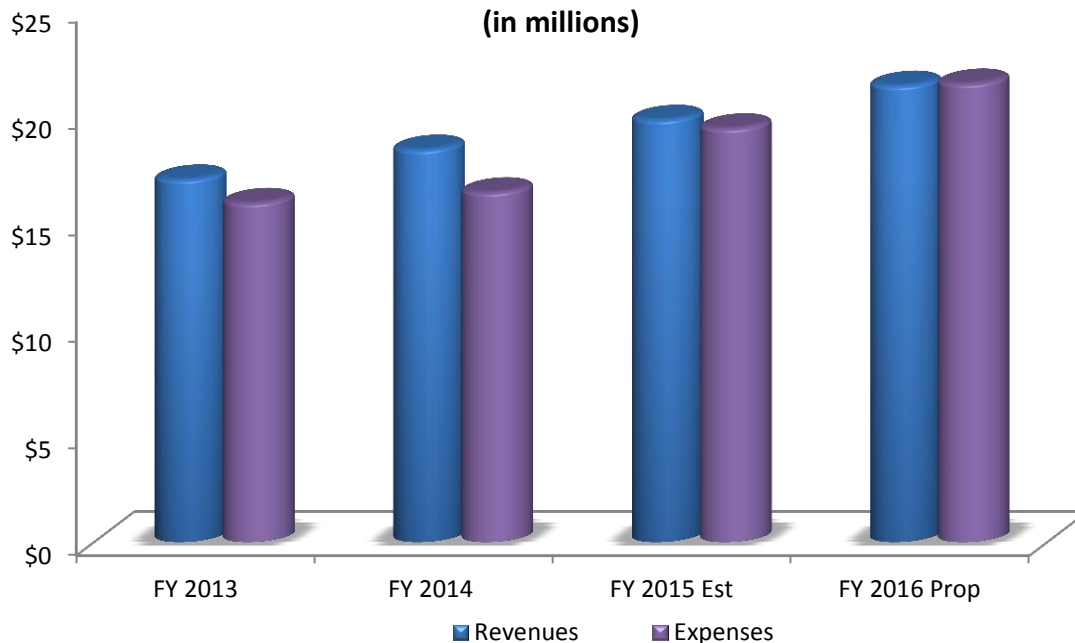
In FY 2016, General Fund expenditures total \$17.7 million, net of transfers, up \$1.1 million from the \$16.6 million estimated in FY 2015. This budget continues the best practice of fully funding the \$0.8 million in ARC (Annual Required Contributions) costs associated with implementing GASB 45, Other Post-Employment Benefits.

General Fund Uses

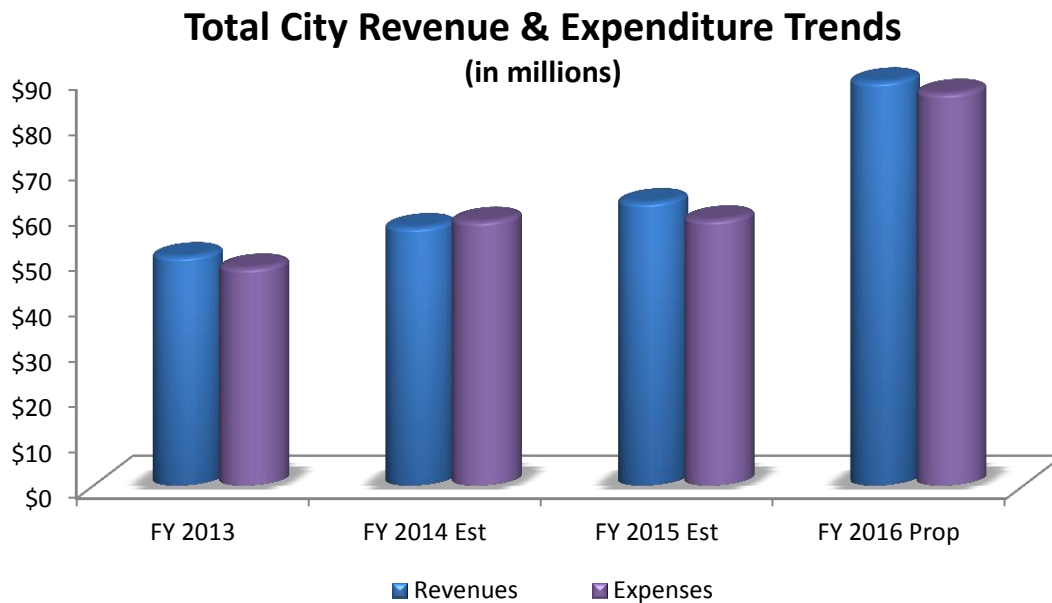


Total General Fund Revenue & Expenditure Trends

(including transfers)
(in millions)



Total expenditures city-wide are estimated at \$86.4 million and city-wide revenues estimated at \$88.9 million. As has been the case in prior years, the City continues to make progress towards improving its infrastructure where revenue sources are available. In FY 2016, the focus will be on street improvement projects.

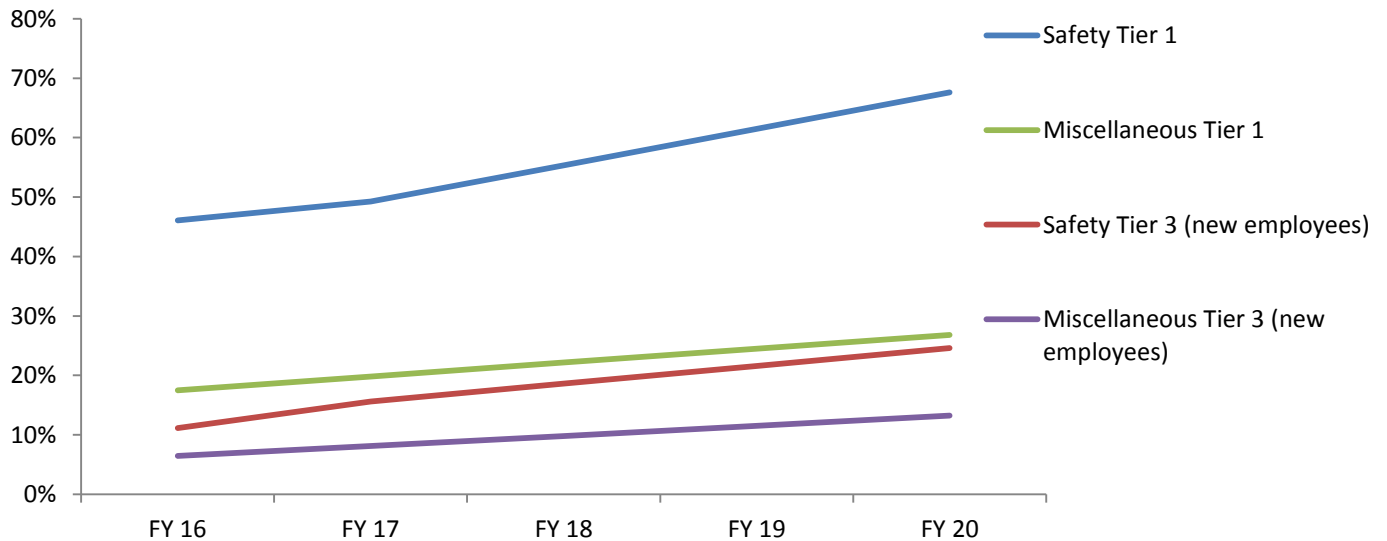


The City has accumulated reserves. Reserves fund capital projects and largely account for the difference between total revenues and total expenditures, once debt issues have been factored out. In addition, City Council has established a prudent reserve level to protect against service reductions or raising taxes and fees due to temporary revenue shortfalls or unpredicted events.

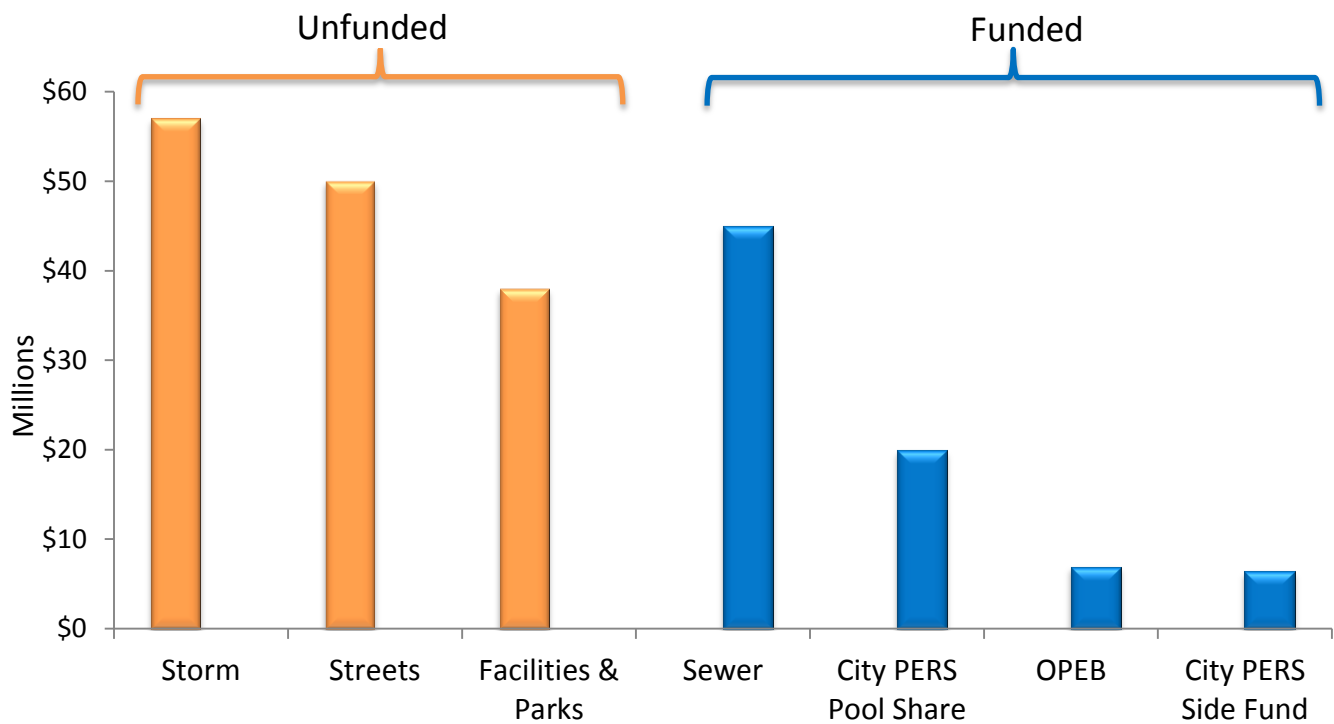


Obligations

Projected PERS Rate Increases (FY 16-FY 20 Constant \$) Safety \$294K Miscellaneous \$159K



Capital and Retirement Obligations



Top 4 Priorities

Economic
Development,
Downtown
Revitalization, and
Advanced Planning

Parks & Recreation
Improvements
(Facilities and
Parks)

Ralston Ave.
Corridor
Improvements

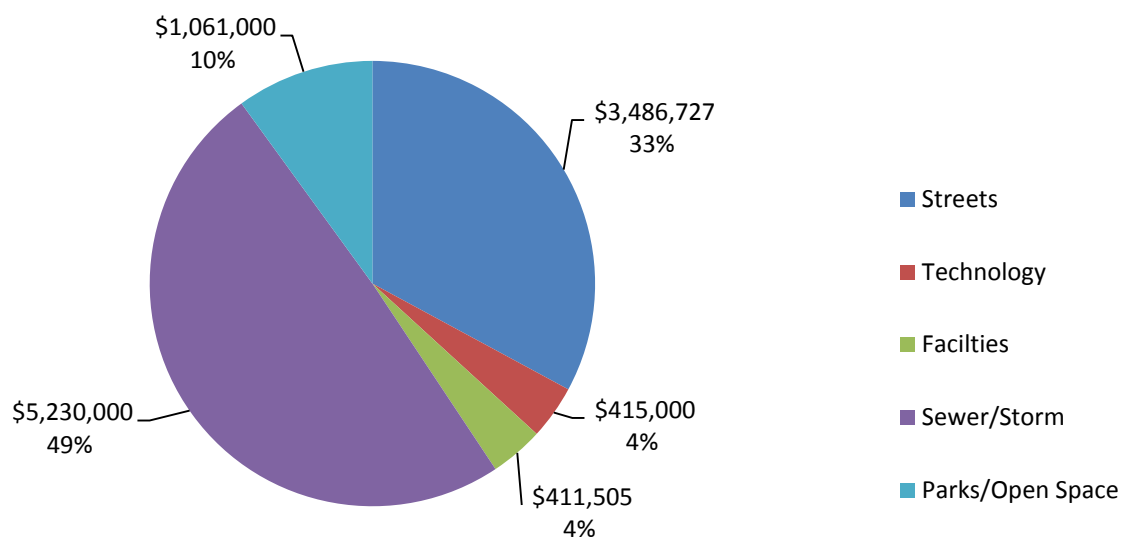
Financing Plan for
Infrastructure and
Services

Capital Improvement Plan and Capital Outlay Trends

5 year CIP-\$44.7M

FY 2016 CIP-\$10.6M

Capital Projects by Function



Projected Capital Outlay (in millions)

